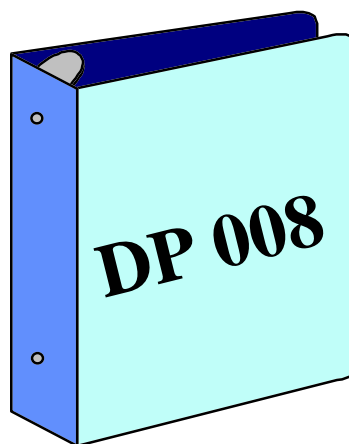


Defense Finance and Accounting Service



Columbus Center



MOCAS On-Line Inquiries

November 1996

**DFAS-CO-JXSB
Program Support Branch**

DFAS-CO-JXSB

MEMORANDUM FOR CHIEF, DFAS-CO-JXA

SUBJECT: Desk Procedure 008, MOCAS On-line Inquiries

Attached please find a final version of Desk Procedure 008, MOCAS On-line Inquiries, November 1996.

Request that your office take the necessary measures to ensure adequate copies are made and distributed to all impacted DFAS-CO personnel immediately.

Special Instructions:

The procedure should not be printed back-to-back;

The front and back covers should be printed on cardstock.

Point of contact for further information is Judy Crowthers, Financial Specialist, extension 3-6197.

Lori L. Hunter
Chief, Program Branch
Program Support Division

Attachment
As stated

Overview

FOREWORD

The Mechanization of Contract Administration Services (MOCAS) is an integrated system supporting post-award contract administration. The system is utilized by Contract Administration Offices, the payment office, procurement managers, funding stations, and consignees.

On-line inquiries provide the capability to interrogate the data base at various levels within a given set of parameters. On-line inquiries are processed in an on-line environment. The instructions for use of on-line inquiries in this desk procedure focus on contractual documents and invoices. Users can determine the status of any of these documents in the system through on-line inquiries.

PURPOSE

This desk procedure is designed to provide the user a guide to:

- Utilize various on-line inquiry capabilities of the MOCAS database;
- Understand the codes displayed by providing data element descriptions for the inquiries.

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Overview

IN THIS This procedure consists of seven modules.
PROCEDURE

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Overview

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APPENDIX The following are Appendices to this desk procedure.

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Overview

ACRONYMS The following is a list of acronyms and meanings referenced in this desk procedure.

Acronym	Meaning
ACO	Administering Contracting Officer
ACRN	Accounting Classification Reference Number
BVN	Bureau Voucher Number
CAR	Contract Administration Report
CCN	Contract Close-out Notice
CLIN	Contract Line Item Number
CLR	Contingent Liability Record
CMA	Contract Management Assistant
DCMC	Defense Contract Management Command
DFARS	Defense Federal Acquisition Regulation Supplement
DoDAAD	Department of Defense Activity Address Designator
DSSN	Disbursing Station Symbol Number
ELIN	Exhibit Line Item Number
FAR	Federal Acquisition Regulation
FOB	Free-on-Board
FSCM	Federal Supply Code for Manufacturers
GFM	Government Furnished Material

Continued on next page

Overview

Acronym	Meaning
GFP	Government Furnished Property
GMSW	Guaranteed Maximum Shipping Weight
IBOP	International Balance of Payments
IS	Industrial Specialist
ISSO	Information System Security Officer
LISSR	Line Item Schedule Summary Report
MOCAS	Mechanization of Contract Administration Services
NLA	Notice of Last Action
OPR	Office of Primary Responsibility
PCO	Procuring Contracting Officer
TASO	Terminal Area Security Officer
TCO	Terminating Contracting Officer
ULO	Unliquidated Obligation
WIP	Work In Progress

SYMBOLS USED

The following symbols are used in this procedure:



Notes



Good Idea
or Hint

End of Module

A Look at MOCAS



FOREWORD

The Mechanization of Contract Administration Services (MOCAS) is a data base system designed to provide:

- Defense Contract Management Command (DCMC) with information necessary to accomplish their mission for contract administration production and quality assurance.
- Management, financial and inventory data to customers (services), buying offices, funding offices and inventory managers.
- Payment to contractors or their designee.
- Reports to the military departments for transmission to the Office of the Secretary of Defense (OSD), Treasury or General Accounting Offices.
- Automatic closure of contracts as prescribed by the Federal Acquisition Regulation.
- Maintenance of source documents for all of the above.

The MOCAS System allows for utilization of data processing equipment and high speed digital data transmission devices, thus permitting a greater degree of mechanization in the technical specialties of procurement, contract administration, and contract entitlement.

Continued on next page

A Look at MOCAS



FOREWORD (Cont)

The MOCAS system is based on the input of key data elements reflected on contracts, modifications, and follow-on transactions (DD Forms 250, invoices, etc.).

The MOCAS data base is on-line, providing inquiry capability with the appropriate validation and security routines.

PURPOSE

This module is intended to provide the MOCAS user:

- An understanding of how the system is configured;
- An understanding of the requirements that must be met in order to process payments through the system;
- Instructions to utilize available on-line inquiries.

This module is divided into three sections as follows:

- MOCAS Financial Subsystem: describes the contents and interrelationships between individual financial subfiles.
- Payment Process: describes the three basic requirements that must be met before an invoice can be paid in the system, as well as the financial system subfiles that are established and updated as these requirements are met.
- On-line Inquiries: describes various on-line inquiries available for accounting station and other users.

Continued on next page

A Look at MOCAS



MOCAS Financial Subsystem

The financial subsystem is made up of seven distinct database records. These records contain all the information necessary for the research and payment of an invoice. They include **contract administration information, accounting line data, CLIN data, shipment data, invoice data, and financial history data.** The following is a brief description of these records.

Record	Description
Basic Contract Data Record	Includes contractor name and address, type of contract, progress payment recoupment/liquidation rates, effective date, buying activity, etc. One record per contract.
Accounting Data Record	Includes the ACRN, Fund Code, Limit, and all other long line of accounting elements, ACRN obligation amount, ACRN ULO, accounting station, etc. One record per ACRN.
Contract Line Item Record	Includes the CLIN, quantities ordered, quantities shipped, and quantities accepted, unit price, purchasing unit, inspection and acceptance sites, etc. One record per CLIN.
Shipment Schedule Record	Includes the CLIN, ACRN to be used for payment, ship-to/mark-for codes, scheduled delivery date, etc. There may be multiple schedule records per CLIN record.
Shipment Record	Includes details concerning shipments made by the contractor. Includes shipment numbers, CLIN and quantity shipped, quantity accepted, date accepted, etc. One CLIN per record, multiple records per shipment number.

Continued on next page

A Look at MOCAS



Record	Description
Financial History File	Includes the ACRN, Fund Code, Appropriation and long line of accounting, accounting station, all obligation and disbursement transactions by voucher number, shipment number, date, type of payment, and amount of transaction.
Invoice History File	Includes invoice number, date, amount, shipment number, date paid, etc.
Document Inventory File	Includes a listing and status of all modifications processed against a contract.

Payment Process

In general, three basic requirements must be met before an invoice can be processed through MOCAS.

A valid contract must have been let by an authorized government representative. The contract must have been received and input at DFAS-CO by Contract Input personnel. When the contract is input at DFAS-CO, the following data records are established in MOCAS:

- Basic contract data record,
- Accounting data record (ACRN/CLR records),
- Contract Line Item Records,
- Shipment Schedule Records (includes CLIN/ACRN cross reference).

A valid accounts payable must be established. An accounts payable is established by the shipment and acceptance of material. Both the shipment and acceptance must have been received and input to MOCAS. When a shipment and acceptance is input to MOCAS, the Shipment Records are established in the system.

Continued on next page

A Look at MOCAS



Payment Process (Continued)



Accounts payable are established for progress payments and public voucher payments (BVNs) upon receipt and input of progress payment and BVN invoices, no shipment/acceptance documents need to be input.

A valid invoice must be received. For progress payment invoices the invoice must be against a contract that has progress payments authorized in the contract. For BVNs, the voucher must have the approval of an authorized government representative, unless otherwise approved for direct public voucher submission. For commercial invoices, the invoice must match an open accounts payable (i.e., shipment/acceptance record). When an invoice is entered into MOCAS, the Invoice History file is established in the system.



In some instances, contractors have been authorized to submit interim BVNs to DFAS-CO without DCAA or ACO signature. When contractors are authorized to submit BVNs directly, vouchers must be accompanied by the DCAA Authorization Letter (expires 1 year from the date of issuance). However, all first and final billings still require DCAA signature on the voucher. Final vouchers must also include the Contractor's Release and the Audit Report/Closing Statements before being paid.

Ultimately, after an invoice is paid in MOCAS, the Invoice History file, Financial History file, Accounting Data Record (CLR), and Accounts Payable file are all updated to reflect the disbursement.

Continued on next page

A Look at MOCAS



**On-line
Inquiries** On-line inquiries available for users are outlined below.

Type of Data	Data Subtype	Inquiry Description
CONTRACT LEVEL	Administrative	Displays administrative data as reflected in the selected contract. Data items displayed include such things as CAR Part and Section, contractor FSCM, paying office, contract administration office, contract effective date, etc.
	Address	Displays the contracts payee name and address records.
	Provisions	Displays contract provisions affecting payment control. Data items displayed include the total contract amount, contract ULO, contract discount terms, progress payment percentages, transportation/liquidated damages clauses, etc.
	Remarks	Displays both coded and uncoded remarks recorded against the contract.
	Contract Close-out Notice (CCN)	Provides data relating to contract close-out processing status. Data items displayed include final payment date, closing condition or status, final payment subvoucher number, contract closing date, date final pay notice (PK9) was issued, etc.

Continued on next page

A Look at MOCAS



Type of Data	Data Subtype	Inquiry Description
	ACO Alert	Provides data relating to ACO alerts that will be generated as a result of previously coded ACO remarks.
LINE ITEM/ SHIPMENT	Line Item	Displays summary level line item data for any given contract. Data is displayed by CLIN and includes such items as the quantity ordered, quantity shipped, quantity accepted, unit price, and scheduled ACRN, etc.
	Schedule	Displays schedule and revised delivery forecast data information. Data is displayed by CLIN and includes such things as the scheduled delivery date, ship-to/mark-for points, scheduled ACRN, modification number which established or last changed schedule, etc.
	Shipment	Displays all existing shipment data for any given contract. Data is displayed by CLIN and includes such things as the shipment number, shipment date, quantity shipped, quantity accepted, etc.
ACCOUNTING	ACRN	Provides data relating to individual contract ACRNs. The data items displayed include fund code, long line accounting data elements, accounting station, department code, CLR obligation, ULO, WIP balances, etc.

Continued on next page

A Look at MOCAS



Type of Data	Data Subtype	Inquiry Description
DOCUMENT INVENTORY		Displays administrative data relative to a contract and modifications. The data items displayed include contract/modification number, buying and issuing activities, date signed, date received, date processed, etc.
CONTRACTS BY CONTRACTOR		Displays all contracts in CAR Sections 1-4 in the data base for a particular Federal Supply Code for Manufacturers (FSCM).
OBLIGATION/DISBURSEMENTS	History	Displays individual obligation and disbursement transactions processed against an ACRN. The data items displayed include ACRN, fund code, limit, accounting classification, accounting station, transaction date, voucher/shipment number, amount, etc.
INVOICE	History	Displays the status of all invoices submitted against a contract. The data elements displayed include the invoice number, date received, date processed, shipment number, amount of billing, date paid, etc.
TABLE	Audit Follow-up Contracting Officer	Displays a table of the Administrative Contracting Officer (ACO) codes, symbols, and telephone numbers.

End of Module

Getting Started



FOREWORD

The MOCAS User ID screen is the starting point for each inquiry discussed in this desk procedure. The following are important notes about the MOCAS User ID screen:

- This screen is a controlled security screen.
- It is a time sensitive screen that allows approximately three minutes for the user to successfully complete the screen. If the user is unable to complete the screen within this time frame, the system will automatically logoff the user.
- The system allows a limited number of attempts to complete the proper combination of elements. Users **should not** repeatedly try different combinations if they have forgotten their password or other screen element. If the limited number of attempts are exceeded, the system will automatically lock the user's ID and register a security violation. The user ID cannot be used again until it is unlocked by an authorized security representative at DFAS-CO. Repeated violations are reason for revocation of MOCAS browse privileges.

The User ID and Facility Password are assigned at time of user registration and cannot be changed. A temporary User Password is also assigned at the time of registration but **User Passwords must be changed within 10 days of receipt and every 60 days thereafter.** Users who fail to change their password will have a security violation registered and their user ID locked.

PURPOSE

This module provides instructions for users to logon MOCAS and change user passwords.

Continued on next page

Getting Started



**INITIAL
MOCAS
SIGN-ON
PROCEDURES**

Before proceeding with these instructions, you must have accessed DFAS-CO's mainframe facilities by either using a dial-up modem or data network connection (Ethernet). Refer to Appendix 1 for policies and procedures on MOCAS access requirements.

Due to the diverse communications software packages used throughout the services, the user may experience deviations from the first couple of screens discussed in this module.


You must be at the STARMaster HUB screen before proceeding with this procedure. If you are unable to access this screen, contact your local telecommunication office or systems representative for help.

STEP	ACTION
1	<p>On the STARMaster HUB screen, type LOCAL at the Service prompt.</p> <div><pre>UNAUTHORIZED ACCESS IS PROHIBITED BY TITLE 18 U.S.C. SEC 1030. FOR COMPUTER OR APPLICATION PR THIS TERMINAL IS LOGGED OF D.M.C. STARMaster HUB 50. UNAUTHORIZED ACCESS IS PROHIBITED BY TITLE 18 U.S.C. SEC 1030. FOR COMPUTER OR APPLICATION PROBLEMS, CONTACT YOUR DIRECTORATE USER/TECHNICAL REPRESENTATIVE. USER REPRESENTATIVES CALL IPCC HELP DESK AT EXT 1710. YOU ARE SUBSCRIBER L1376 ON STARMaster HUB 50. SERVICE? LOCAL CALL IN PROGRESS FROM HUB 50.</pre></div> <p>Press ENTER. The US Government Security Screen will be displayed.</p>

Continued on next page

Getting Started



STEP	ACTION								
2	<p>On the US Government Security screen, enter the appropriate application ID (see the following table) in the ENTER APPLICATION field.</p> <table border="1"> <thead> <tr> <th>MOCAS DIRECTORATE</th><th>APPLICATION ID</th></tr> </thead> <tbody> <tr> <td>West</td><td>FC1 MOCL</td></tr> <tr> <td>North</td><td>FC1 MOCH</td></tr> <tr> <td>South</td><td>FC1 MOCG</td></tr> </tbody> </table> <p> The directorate responsible for a contract is based on the payment office and Contract Administration Office (CAO) as shown on the contract. Also, the DSSN as shown on the subvouchers, contract payment notices, and many other external reports can be used as a cross-reference when trying to determine which directorate or Application ID to use. Appendix 2 provides a cross-reference of all these codes.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">NOTICE</p> <p>THIS IS A U.S. GOVERNMENT COMPUTER SYSTEM UNAUTHORIZED ACCESS IS PROHIBITED BY PUBLIC LAW 100-235 THE COMPUTER FRAUD AND ABUSE ACT OF 1986 IF YOU ARE NOT AN AUTHORIZED USER PLEASE EXIT IMMEDIATELY ENTER APPLICATION: FC0MOCG</p> </div> <p>Press ENTER. The MOCAS User ID screen will be displayed.</p>	MOCAS DIRECTORATE	APPLICATION ID	West	FC1 MOCL	North	FC1 MOCH	South	FC1 MOCG
MOCAS DIRECTORATE	APPLICATION ID								
West	FC1 MOCL								
North	FC1 MOCH								
South	FC1 MOCG								

Continued on next page

Getting Started



STEP	ACTION
3	<p>Complete the User ID screen by entering the user ID, facility password, user password (provided to you at the time of registration by DFAS-CO-JXSA), and application ID (see the following table).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <ul style="list-style-type: none"> • Use the TAB key to move from field to field and press ENTER only after all screen fields are completed. • If you leave the Application ID field blank, the Facility Menu will be displayed. This menu provides a list of application options and allows you to make a selection. Return to this menu to switch from one application to another (i.e., to go to YCPM from YCU2). <p>Continue to the applicable module according to the following table for further guidance.</p>

Continued on next page

Getting Started



If action needed is:	Application ID is:	Refer to Module:
Change Password	SC11	3
Applied Modification Inquiry Contracts by Contractor Inquiry On-Line Abstract Inquiry: <ul style="list-style-type: none"> • Contract Level Data records • Accounting Data records • Contract Line Item records • Shipment Schedule records • Shipment records • Document Inventory records 	YCU2	4
Contract Obligation and Disbursement Inquiry: <ul style="list-style-type: none"> • Contract Obligation History • Contract Disbursement History 	YCPM	5
Contractors Invoice Inquiry <ul style="list-style-type: none"> • Invoice Inquiry Display • Invoice Inquiry 	YINV	6
Table Inquiry <ul style="list-style-type: none"> • Audit Follow-up Contracting Officer Table 	YCA1	7

Continued on next page

Getting Started



Changing Passwords

The following instructions are provided for changing user passwords. A temporary user password is assigned at the time of registration; however, **user passwords must be changed within 10 days of receipt and every 60 days thereafter.** Users who fail to change their password will have a security violation registered and their user ID locked.



Before proceeding with these instructions, you must be at the MOCAS User ID screen. If you are not at this screen, refer to the Initial MOCAS Sign-on Procedures.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen by entering the user ID, facility password, and user password (provided to you at time of registration by DFAS-CO-JXSA) in the appropriate fields. Enter SC11 in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div>

Continued on next page

Getting Started



STEP	ACTION
1 (Cont)	<p> Use the TAB key to move from field to field and press ENTER only after all screen fields are completed.</p> <p>After successfully completing the MOCAS User ID screen, the TIS Extended Security System On-line Password Change Utility screen will be displayed.</p>
2	<p>Complete the On-line Password Change Utility screen by entering your User ID, current password, new password, then repeating the new password in the appropriate fields.</p> <div data-bbox="355 854 1359 1436"><pre>TIS EXTENDED SECURITY SYSTEM ONLINE PASSWORD CHANGE UTILITY ENTER YOUR ENTIRE USERID : ENTER YOUR CURRENT PASSWORD : ENTER YOUR NEW PASSWORD : VERIFY YOUR NEW PASSWORD : ENTER ALL THE ABOVE INFORMATION THEN PRESS ENTER PRESS PF1 FOR HELP PA2 TO EXIT</pre></div> <p> For security reasons, passwords will not be displayed while being keyed.</p> <p>After successfully completing this screen, the following message response will be displayed in the lower left hand corner of the screen: "PASSWORD CHANGE SUCCESSFUL - DEPRESS PA2 TO EXIT."</p>

Continued on next page

Getting Started



STEP	ACTION
3	<p data-bbox="354 352 1117 386">Press F2 to return to the Facility Menu.</p> <div data-bbox="354 422 461 554"></div> <p data-bbox="500 455 1377 520">Depending on your computer's keyboard mapping, <ALT> 2 may be used.</p>

End of Module

System Inquiry



FOREWORD

The System Inquiry Menu, Screen CT5000, allows the user to select the type of inquiry. The user can query and view data contained in the **basic contract data, accounting data, contract line item, shipment schedule, shipment, and document inventory records.**

PURPOSE

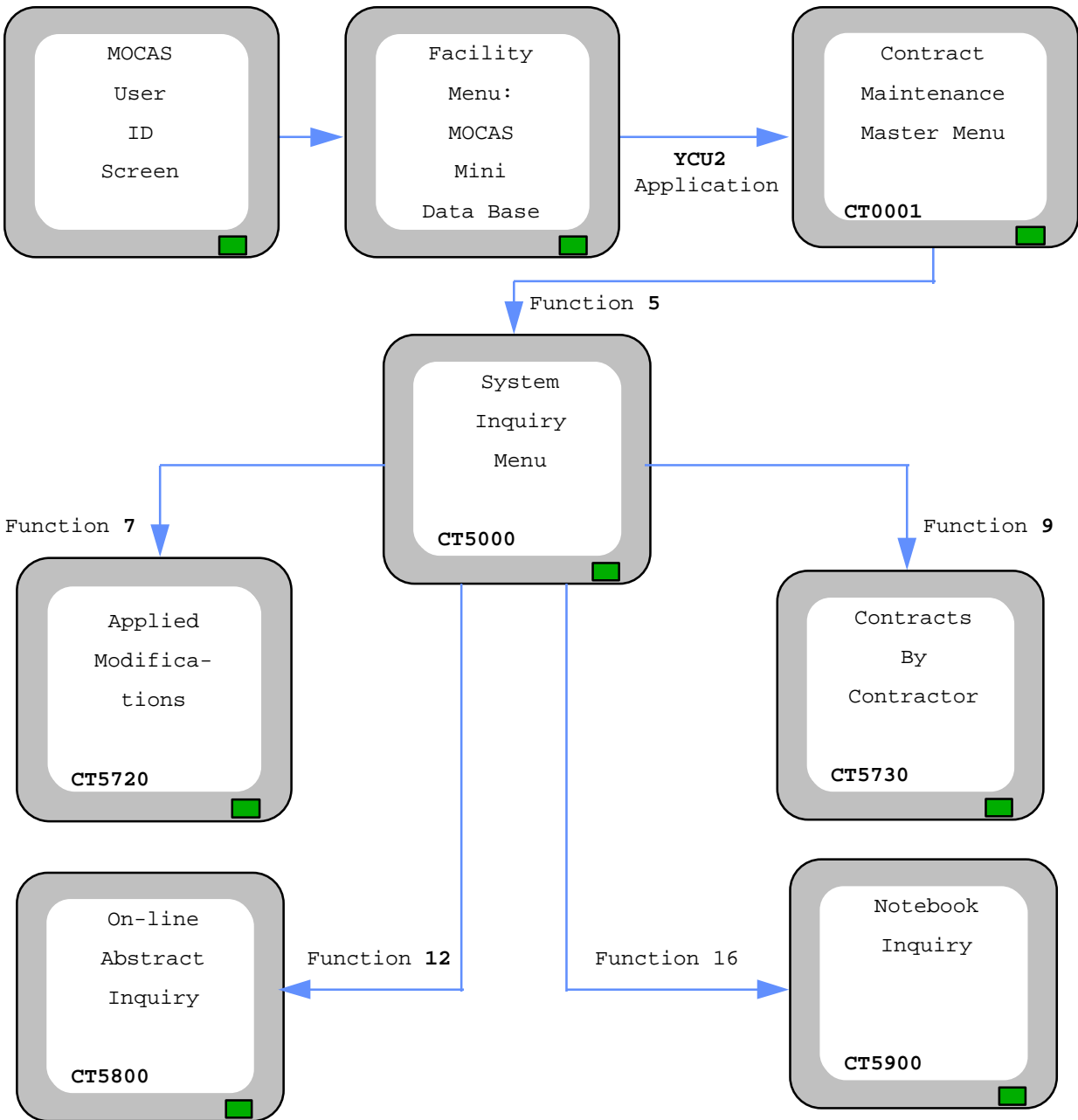
This module provides the user instructions for utilizing the system inquiry capability, and descriptions for data elements. This module consists of four sections:

- Applied Modifications;
- Contracts by Contractor;
- On-line Abstract Inquiry;
- Notebook Inquiry.

The following flow chart represents the system menus/screens the user will encounter in this module.

Continued on next page

System Inquiry



Continued on next page

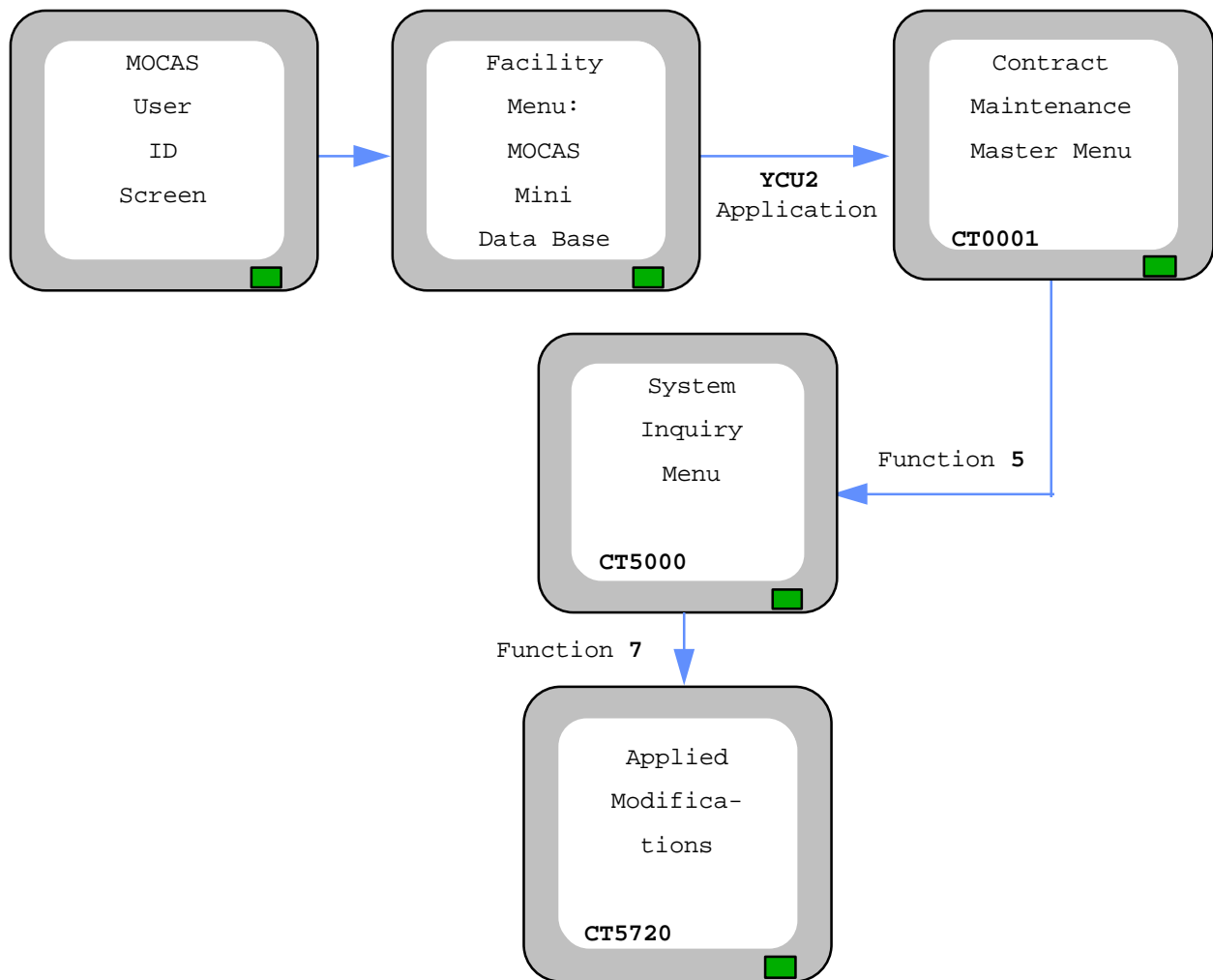
System Inquiry



Applied Modifica- tions

This inquiry displays all modifications applicable to a particular contract number.

The following flow chart diagrams the menus/screens the user will encounter in utilizing this inquiry.



Continued on next page

System Inquiry



Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility password and user password provided to you by DFAS-CO-JXSA. Enter YCU2 in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDD FF AA AA SSSSSSSS ***** DDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YCU2 TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p>Use the TAB key to move from field to field and press ENTER only after all screen fields are completed.</p> <p>Successful completion of the MOCAS User ID screen will display the Contract Maintenance Master Menu, screen CT0001.</p>

Continued on next page

System Inquiry



STEP	ACTION
2	<p>On the Contract Maintenance Master menu, screen CT0001, select System Inquiries by entering 5 in the FUNCTION field. All other fields should be left blank.</p> <div><pre>CT0001 CONTRACT MAINTENANCE MASTER MENU COMPUTER BASED USER DOC (CBUD)..0 MOCAS INVENTORY UPDATE.....8 * NEW CONTRACT SETUP.....1 ADRS MASTER UPDATE.....9 * CONTRACT MODIFICATIONS.....2 ACCOUNTING CLASS DATA UPDATE....10 * CONTRACT CORRECTIONS.....3 * MODIFICATION HEADER UPDATE.....11 * SUMMARY EDITS.....4 CLNS LINE ITEM ADJUSTMENT.....12 * SYSTEM INQUIRIES.....5 * SUPERVISORY FUNCTIONS.....6 * NO ACTION MODIFICATIONS.....7 TERMINATE.....PA2 FUNCTION: 5 PIIN: SPIIN: CAO-ORG-CD: RGS-CD: * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS</pre></div> <p>Press ENTER. The System Inquiry Menu, screen CT5000, will be displayed.</p>

Continued on next page

System Inquiry



STEP	ACTION
3	<p>On the System Inquiry Menu, screen CT5000, select Applied Modifications, by entering 7 in the FUNCTION field. The CAGE field should be left blank.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT5000 SYSTEM INQUIRY MENU COMPUTER BASED USER DOCUMENTATION....0 CAGE DATA INQUIRY.....8 UNVALIDATED TRANSACTION LIST.....1 CONTRACTS BY CONTRACTOR.....9 ACCOUNTING CLASSIFICATION BALANCE....2 SUMMARY OF SHIPMENT DATA.....10 LINE ITEM BALANCE INQUIRY.....3 CONTRACT LINE ITEM STATUS.....11 CONTRACT INPUT SCAN.....4 ON-LINE ABSTRACT INQUIRY.....12 CONTRACT ACTIVITY INQUIRY.....5 DELAYED INQUIRY REQUESTS.....13 INPUT STATISTICS BY RGS-CD.....6 SUMMARY EDIT FUNCTIONS.....14 APPLIED MODIFICATIONS.....7 NAVY STARS INQUIRY.....15 NOTEBOOK INQUIRY.....16 TERMINATE.....PA2 FUNCTION: 7 CAGE: ENTER CAGE FOR FUNCTION 8 ONLY </pre> </div> <p>Press ENTER. The Applied Modifications, screen CT5720, will be displayed.</p>

Continued on next page

System Inquiry





STEP	ACTION
4	<p>On the Applied Modifications screen (CT5720), enter the contract number in the PIIN field, and the supplemental contract number in the SPIIN field (if applicable). The ORG and PRNTR-ID field should be left blank. The following is a sample screen showing the input fields.</p> <div data-bbox="376 600 1360 1190" data-label="Form"> <pre> CT5720 APPLIED MODIFICATIONS CBUD: AS-OF: 96/07/02 09:55:18 PIIN: F3365794C0001 SPIIN: ORG: PRNTR-ID: MOD-NO KOM STAT HC MOD-NO KOM STAT HC </pre> </div> <p>Press ENTER. The applied modifications information is displayed on this screen.</p>

Continued on next page

System Inquiry



STEP	ACTION
4 (Cont)	<p>The following is a sample Applied Modifications inquiry screen.</p> <pre> CT5720 APPLIED MODIFICATIONS CBUD: AS-OF: 96/07/02 09:55:21 PIIN: F3365794C0001 SPIIN: ORG: NC PRNTR-ID: MOD-NO KOM STAT HC MOD-NO KOM STAT HC ARZ999 P00001 B P P00003 C P P00004 C P P00005 D P P00006 D P P00007 C P P00008 C P P00012 B P P00013 D P P00010 C P P00015 C P P00017 A P P00018 D P P00019 B P P00020 B P A00001 B P P00002 C P P00023 B P P00024 C P P00011 C P P00021 C P P00022 B P P00014 B P P00029 B P P00026 B P P00030 B P P00031 B P P00028 C P P00025 B P *MORE*</pre> <p> When there are more modifications on the queried contract than the screen will hold, the message *MORE* will appear in the message line on the bottom left of the screen. Press ENTER to continue to display the entire inquiry. When the last screen of the inquiry is displayed, the message "NO MORE REQUESTED INFORMATION LOCATED" will appear at the bottom left of the screen.</p> <p> Screen print any displayed information that is required by pressing SHIFT and PRINT SCREEN simultaneously.</p>

Continued on next page

System Inquiry



STEP	ACTION
5	Press ENTER to key in another contract number; follow step 4. Or, press F2 to return to the System Inquiry Menu, screen CT5000.

The data element descriptions for the Applied Modifications screen (CT5720) follow.

Data Element	Description																
AS OF	As of Date and Time. This is the date and time of the inquiry reply and is system generated.																
MOD-NO	Modification Number. The contract modification applied to the PIIN/SPIIN queried.																
KOM	<p>Kind of Modification. A one position identifier code which reflects the basic intent of the modification.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>A</td><td>Change order including exercise of unpriced options</td></tr> <tr> <td>B</td><td>Change order/funding action/ administration change</td></tr> <tr> <td>C</td><td>Supplemental agreement including no cost partial termination settlement</td></tr> <tr> <td>D</td><td>Transfer of contract between purchasing activities</td></tr> <tr> <td>E</td><td>Transfer of contract between administering activities</td></tr> <tr> <td>F</td><td>Correction of hard copy error</td></tr> <tr> <td>G</td><td>Supplemental agreement</td></tr> </table>	CODE	DESCRIPTION	A	Change order including exercise of unpriced options	B	Change order/funding action/ administration change	C	Supplemental agreement including no cost partial termination settlement	D	Transfer of contract between purchasing activities	E	Transfer of contract between administering activities	F	Correction of hard copy error	G	Supplemental agreement
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Continued on next page

System Inquiry



Data Element	Description																																						
KOM (Continued)	<table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>H</td><td>Definitized provisioned item order</td></tr> <tr> <td>I</td><td>Refund or recoupment resulting from a spare parts acquisition initiative</td></tr> <tr> <td>J</td><td>Work order/task order</td></tr> <tr> <td>K</td><td>Unpriced order definitization</td></tr> <tr> <td>L</td><td>Letter contract definitization</td></tr> <tr> <td>N</td><td>Exercise of priced option</td></tr> <tr> <td>O</td><td>Lease adjustment</td></tr> <tr> <td>P</td><td>Partial termination for convenience</td></tr> <tr> <td>Q</td><td>Partial termination for default</td></tr> <tr> <td>R</td><td>Obligation adjustment after physical completion of contract</td></tr> <tr> <td>S</td><td>Provisioned item order</td></tr> <tr> <td>T</td><td>Complete termination for convenience</td></tr> <tr> <td>U</td><td>Termination settlement</td></tr> <tr> <td>V</td><td>Provisioned item order</td></tr> <tr> <td>W</td><td>Letter contract modification</td></tr> <tr> <td>X</td><td>Complete termination for default</td></tr> <tr> <td>Y</td><td>Excess funds removal</td></tr> <tr> <td>Z</td><td>Work and Task order definitization</td></tr> </table>	CODE	DESCRIPTION	H	Definitized provisioned item order	I	Refund or recoupment resulting from a spare parts acquisition initiative	J	Work order/task order	K	Unpriced order definitization	L	Letter contract definitization	N	Exercise of priced option	O	Lease adjustment	P	Partial termination for convenience	Q	Partial termination for default	R	Obligation adjustment after physical completion of contract	S	Provisioned item order	T	Complete termination for convenience	U	Termination settlement	V	Provisioned item order	W	Letter contract modification	X	Complete termination for default	Y	Excess funds removal	Z	Work and Task order definitization
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Continued on next page

System Inquiry



Data Element	Description														
STAT	<p>Status. Indicates the current status of the modification.</p> <table> <tr> <th>CODE</th><th>STATUS</th></tr> <tr> <td>B</td><td>In backlog; unprocessed</td></tr> <tr> <td>P</td><td>Processed</td></tr> <tr> <td>A</td><td>Awaiting hard copy</td></tr> </table>	CODE	STATUS	B	In backlog; unprocessed	P	Processed	A	Awaiting hard copy						
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HC	<p>Hard Copy Receipt Indicator. Indicates hard copy receipt.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>Blank</td><td>Active document</td></tr> <tr> <td>1</td><td>Unprocessed (backlog document)</td></tr> <tr> <td>2</td><td>Awaiting hard copy</td></tr> <tr> <td>3</td><td>Unprocessed and awaiting hard copy</td></tr> <tr> <td>4</td><td>In processed status and hard copy received; to be reported that day</td></tr> <tr> <td>5</td><td>PCO notification submitted; appears only once on that day</td></tr> </table>	CODE	DESCRIPTION	Blank	Active document	1	Unprocessed (backlog document)	2	Awaiting hard copy	3	Unprocessed and awaiting hard copy	4	In processed status and hard copy received; to be reported that day	5	PCO notification submitted; appears only once on that day
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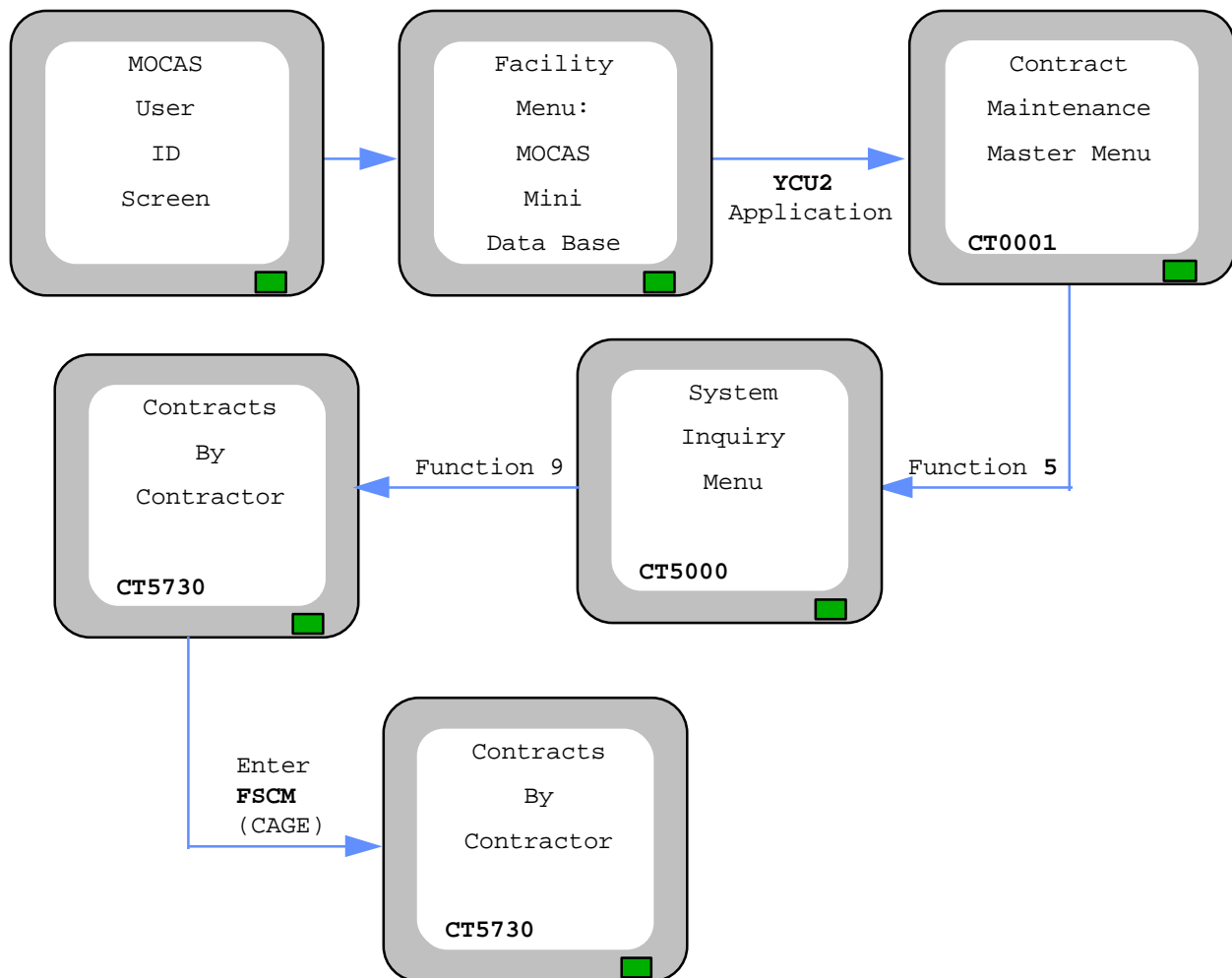
Continued on next page

System Inquiry



Contracts by Contractor This inquiry displays all contracts in CAR Sections 1-4 in the data base for a particular Federal Supply Code for Manufacturers (FSCM).

The following flow chart diagrams the menus/screens the user will encounter in utilizing this inquiry.



Continued on next page

System Inquiry



Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility password and user password provided to you by DFAS-CO-JXSA. Enter YCU2 in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YCU2 TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p>Use the TAB key to move from field to field and press ENTER only after all screen fields are completed.</p> <p>Successful completion of the MOCAS User ID screen will display the Contract Maintenance Master Menu, screen CT0001.</p>

Continued on next page

System Inquiry



STEP	ACTION
2	<p>On the Contract Maintenance Master menu, screen CT0001, select System Inquiries by entering 5 in the FUNCTION field. All other fields should be left blank.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT0001 CONTRACT MAINTENANCE MASTER MENU COMPUTER BASED USER DOC (CBUD)..0 MOCAS INVENTORY UPDATE.....8 * NEW CONTRACT SETUP.....1 ADRS MASTER UPDATE.....9 * CONTRACT MODIFICATIONS.....2 ACCOUNTING CLASS DATA UPDATE.....10 * CONTRACT CORRECTIONS.....3 * MODIFICATION HEADER UPDATE.....11 * SUMMARY EDITS.....4 CLNS LINE ITEM ADJUSTMENT.....12 SYSTEM INQUIRIES.....5 * SUPERVISORY FUNCTIONS.....6 * NO ACTION MODIFICATIONS.....7 TERMINATE.....PA2 FUNCTION: 5 PIIN: SPIIN: CAO-ORG-CD: RGS-CD: * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS </pre> </div> <p>Press ENTER. The System Inquiry Menu, screen CT5000, will be displayed.</p>

Continued on next page

System Inquiry



STEP	ACTION
3	<p>On the System Inquiry Menu, screen CT5000, select Contracts by Contractor by entering 9 in the FUNCTION field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT5000 SYSTEM INQUIRY MENU COMPUTER BASED USER DOCUMENTATION....0 CAGE DATA INQUIRY.....8 UNVALIDATED TRANSACTION LIST.....1 CONTRACTS BY CONTRACTOR.....9 ACCOUNTING CLASSIFICATION BALANCE....2 SUMMARY OF SHIPMENT DATA.....10 LINE ITEM BALANCE INQUIRY.....3 CONTRACT LINE ITEM STATUS.....11 CONTRACT INPUT SCAN.....4 ON-LINE ABSTRACT INQUIRY.....12 CONTRACT ACTIVITY INQUIRY.....5 DELAYED INQUIRY REQUESTS.....13 INPUT STATISTICS BY RGS-CD.....6 SUMMARY EDIT FUNCTIONS.....14 APPLIED MODIFICATIONS.....7 NAVY STARS INQUIRY.....15 NOTEBOOK INQUIRY.....16 TERMINATE.....PA2 FUNCTION: 9 CAGE: ENTER CAGE FOR FUNCTION 8 ONLY </pre> </div> <p>Press ENTER. The Contracts by Contractor screen CT5730 will be displayed.</p>

Continued on next page

System Inquiry





STEP	ACTION
4	<p>On the Contracts by Contractor screen, CT5730, enter the FSCM (CAGE code) in the FSCM field. The rest of the fields should be left blank.</p> <div><pre>CT5730 CONTRACTS BY CONTRACTOR CBUD: AS OF: 95/09/11 09:33:30 FSCM: 4W798 CONTRR-NAME: ORG: PRNTR-ID: PIIN-SPIIN ACO PT SEC PA PS IS OBLIGATED UNLIQUIDATED TOTAL:</pre></div> <p>Press ENTER. The contracts for the specified FSCM are displayed on this screen.</p>

Continued on next page

System Inquiry



STEP	ACTION																																																																																																																																																									
5	<p>Continue pressing ENTER to view the entire Contracts by Contractor list. Or, press F2 to return to the System Inquiry Menu, screen CT5000.</p> <div><div>CT5730</div><div>CONTRACTS BY CONTRACTOR</div><div>CBUD: AS-OF: 95/09/11 09:35:33</div><div>FSCM: 4W798 CONTRR-NAME: UNISYS CORP ORG: WB PRNTR-ID:</div><table><thead><tr><th>PIIN-SPIIN</th><th>ACO</th><th>PT</th><th>SEC</th><th>PA</th><th>PS</th><th>IS</th><th>OBLIGATED</th><th>UNLIQUIDATED</th></tr></thead><tbody><tr><td>N0014091C0500</td><td>KAR</td><td>A</td><td>1</td><td>N</td><td>9</td><td>KZZ</td><td>366316.00</td><td>50727.50</td></tr><tr><td>N0014094CBB01</td><td>KAR</td><td>A</td><td>2</td><td>N</td><td>3</td><td>KAE</td><td>117710.00</td><td>-0-</td></tr><tr><td>F0162090D0001</td><td>KAR</td><td>A</td><td>1</td><td>N</td><td>5</td><td>KZZ</td><td>-0-</td><td>-0-</td></tr><tr><td>F0162090D0001 BG4J</td><td>KAR</td><td>B</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>54270.00</td><td>6268.00</td></tr><tr><td>F0162090D0001 BG5N</td><td>KAR</td><td>A</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>188605.00</td><td>55.00</td></tr><tr><td>F0162090D0001 BG5R</td><td>KAR</td><td>B</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>32637.00</td><td>2.00</td></tr><tr><td>F0162090D0001 BG5W</td><td>KAR</td><td>A</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>153766.00</td><td>2229.00</td></tr><tr><td>F0162090D0001 BG5Y</td><td>KAR</td><td>A</td><td>2</td><td>N</td><td>3</td><td>KAE</td><td>100514.00</td><td>-0-</td></tr><tr><td>F0162090D0001 BG6L</td><td>KAR</td><td>A</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>138446.00</td><td>979.00</td></tr><tr><td>F0162090D0001 BG8S</td><td>KAR</td><td>B</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>84.00</td><td>84.00</td></tr><tr><td>F0162090D0001 BG8T</td><td>KAR</td><td>A</td><td>2</td><td>N</td><td>3</td><td>KAE</td><td>1.00</td><td>26.00</td></tr><tr><td>F0162090D0001 BJ16</td><td>KAR</td><td>B</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>13208.00</td><td>220.00</td></tr><tr><td>F0162090D0001 BJ55</td><td>KAR</td><td>B</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>2261.00</td><td>8.00</td></tr><tr><td>F0162090D0001 BJ61</td><td>KAR</td><td>B</td><td>1</td><td>N</td><td>3</td><td>KAE</td><td>291.00</td><td>291.00</td></tr><tr><td colspan="7">TOTAL: 15</td><td>1176285.00</td><td>69065.50</td></tr><tr><td colspan="9">*MORE*</td></tr></tbody></table></div>	PIIN-SPIIN	ACO	PT	SEC	PA	PS	IS	OBLIGATED	UNLIQUIDATED	N0014091C0500	KAR	A	1	N	9	KZZ	366316.00	50727.50	N0014094CBB01	KAR	A	2	N	3	KAE	117710.00	-0-	F0162090D0001	KAR	A	1	N	5	KZZ	-0-	-0-	F0162090D0001 BG4J	KAR	B	1	N	3	KAE	54270.00	6268.00	F0162090D0001 BG5N	KAR	A	1	N	3	KAE	188605.00	55.00	F0162090D0001 BG5R	KAR	B	1	N	3	KAE	32637.00	2.00	F0162090D0001 BG5W	KAR	A	1	N	3	KAE	153766.00	2229.00	F0162090D0001 BG5Y	KAR	A	2	N	3	KAE	100514.00	-0-	F0162090D0001 BG6L	KAR	A	1	N	3	KAE	138446.00	979.00	F0162090D0001 BG8S	KAR	B	1	N	3	KAE	84.00	84.00	F0162090D0001 BG8T	KAR	A	2	N	3	KAE	1.00	26.00	F0162090D0001 BJ16	KAR	B	1	N	3	KAE	13208.00	220.00	F0162090D0001 BJ55	KAR	B	1	N	3	KAE	2261.00	8.00	F0162090D0001 BJ61	KAR	B	1	N	3	KAE	291.00	291.00	TOTAL: 15							1176285.00	69065.50	*MORE*								
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System Inquiry



The data element descriptions for the Contracts by Contractor inquiry (screen CT5730) follow.

Data Element	Description
AS OF	As of Date and Time. The date and time of the inquiry reply (system generated).
CONTRR-NAME	Contractor Name. The contractor(s) name performing the contract(s) displayed.
ORG	Contract Administration Office Organization Code. The two position CAO code for the CAGE requested by the user.
PIIN-SPIIN	Procurement Instrument Identification Number and Supplemental Procurement Instrument Identification Number. The contract number(s) assigned to the CAGE entered by the user.
ACO-CD	Administering Contracting Officer Code. The code that identifies a specific individual administrative contracting officer.
PT	Contract Administration Report (CAR) Part Number. The CAR part assigned to the PIIN-SPIIN displayed. The assignment of a specific CAR part is based on the extent of attention and management required of the Administrative Contracting Officer (ACO).

Continued on next page

System Inquiry



Data Element	Description	
PT (Continued)	CAR	
	Part	Description
	A	Contracts valued at \$100,000 or more which are assigned for primary and support administration. These contracts require extensive control and manual close-out. Contracts valued at less than \$100,000 are also assigned to this part under certain exceptional conditions. The ACO is primarily responsible for the monitoring and close-out of these contracts. Part A contracts consist of five sections; see the next data element description.
	B	Firm Fixed Price (FFP) contracts valued at \$99,999 or under. These contracts do not require extensive controls and will be automatically closed-out. The ACO administers these contracts on a "management exception" basis. Part B contracts consist of four sections, excluding section 3; see the next data element description.
	C	Contracts valued at \$99,000 or less which are assigned for limited support or administration. Limited administration includes single assignments such as: production only, property only, disbursing only, and other similar functions. However, those support assigned contracts which require the ACO function are assigned to Part A of the CAR. Part C contracts consist of two sections; see the next data element description.

Continued on next page

System Inquiry



Data Element	Description						
PT (Continued)	<table> <tr> <th>CAR Part</th><th>Description</th></tr> <tr> <td>D</td><td>CAR summary data. It provides information concerning volume status and nature of contracts in Parts A, B, and C. The summary data is used as a tool for management. There are no sections associated with this part.</td></tr> <tr> <td>E</td><td>Refers to the Contract Administration Data (CAD) reference list where Part E is reflected.</td></tr> </table>	CAR Part	Description	D	CAR summary data. It provides information concerning volume status and nature of contracts in Parts A, B, and C. The summary data is used as a tool for management. There are no sections associated with this part.	E	Refers to the Contract Administration Data (CAD) reference list where Part E is reflected.
CAR Part	Description						
D	CAR summary data. It provides information concerning volume status and nature of contracts in Parts A, B, and C. The summary data is used as a tool for management. There are no sections associated with this part.						
E	Refers to the Contract Administration Data (CAD) reference list where Part E is reflected.						
SEC	Contract Administration Report (CAR) Section Number. This field indicates the CAR section number, a subdivision of the CAR. The assignment of a specific CAR section is based on the activity status of the contract. The following chart provides the CAR Section descriptions.						

If CAR Part is:	And CAR Section is:	Status is:
A	1	The contract is active; the acceptance of supplies, performance of services, or work statement requirements have not been completed.
A	2	The contract is still active and is physically complete; supplies and services are accepted. However, final payment and/or final notice of last action (FNLA) is required for closure by the ACO. After the ACO's action, the contract should automatically move to Section 5.

Continued on next page

System Inquiry




If CAR Part is:	And CAR Section is:	Status is:
A	3	The contract is in a dormant status, with one of the following pending conditions: complete termination, or pending partial termination. Movement from this section is based on request from ACO, depending on resolution and Line Item Schedule Summary Report (LISSR) status.
A	4	The contract has been reopened by DFAS-CO for payment adjustment and/or corrections. The ACO has already issued a contract completion statement. Therefore, the only action required to effect closure is the financial adjustment pending for DFAS-CO.
A	5	The contract closed during the month-end reporting period. However, if ULO balances remain on the contract, the section will be automatically changed from 5 to 4 in order for DFAS-CO to research the cause for the ULO.
B	1	The contract is active; the delivery and acceptance of supplies have not been completed.
B	2	The contract is still active and is physically complete with "acceptance" processed. However, final payment has not been made. The contract should automatically move from Section 2 to Section 5 based on the final payment.
B	4	The contract has been reopened by DFAS-CO for payment adjustments and/or collection. The Accounting Technician takes the necessary actions to reconcile the contract before moving it to the appropriate section of the CAR.

Continued on next page

System Inquiry



If CAR Part is:	And CAR Section is:	Status is:
B	5	<p>The contract closed during the month-end reporting period. However, if ULO balances remain on the contract, the section will automatically change from 5 to 4 in order for DFAS-CO to research the cause for the ULO.</p> <p> Subsequent to the contract closing in Section 5, there are two system generated sections, 8 and 9, assigned to closed contracts on a month-end basis. Section 8 is assigned to those contracts in Section 5 during the month. Section 9 is assigned to those contracts in Section 8 during the month. On a monthly basis, the system reviews all Section 9 contracts to determine if the close date is equal or greater than 6 months old. If the close date is greater, the contract and inventory level data will be deleted from the database.</p>
C	1	The contract is active; the performance of the delegated assignment is not complete.
C	5	The delegated assignment was completed during the reporting period.

Continued on next page

System Inquiry



Data Element	Description
PA	Property Administration Indicator. A Y in this field indicates that property administration is required; N indicates property administration is not required.
PS DFARS 242.1104	Production Surveillance Code. The production surveillance code indicating the level of production involvement for the contract displayed.
IS	Industrial Specialist. A code identifying a specific Industrial Specialist to whom the contract is assigned for surveillance.
OBLIGATED	Obligated Dollars. The amount stated at a contract or call/order level by appropriation which a Government agency will eventually disburse for goods or services required under that contract or call/order.
UNLIQUIDATED	Unliquidated Dollars. The amount yet to be disbursed on the contract.

Continued on next page

System Inquiry



On-line Abstract Inquiry

The On-line Abstract Inquiry Menu, screen CT5800, allows the selection and display of various combinations of database records. The menu screen displays the various types of data available for review. The following describes the records available on this menu.

RECORD	DESCRIPTION
Contract Level Data	Displays all contract level data (administrative, address, provisions, remarks, CCN, and ACO alert data) as listed directly below this option.
Administrative Data	Displays the administrative data as reflected in the selected contract. Includes CAR Part and Section, contractor FSCM, paying office, Contract Administration Office, contract effective date, etc.
Address Data	Displays the contractor and payment address.
Provisions Data	Displays contract provisions affecting payment control. Includes the total contract amount, contract ULO, contract discount terms, progress payment percentages, transportation/ liquidated damage clauses, etc.
Remarks Data	Displays the contract remarks information (existing coded and uncoded). These include ACO coded remarks, dates and reasons for contracts in CAR Sections 2, 3, and 4, and some free format remarks.
Contract Close-out Notice (CCN) Data	Displays data relating to contract close-out processing. Includes final payment date, closing condition or status, final payment subvoucher number, contract closing date, date final pay notice (PK9) was issued, etc.

Continued on next page

System Inquiry

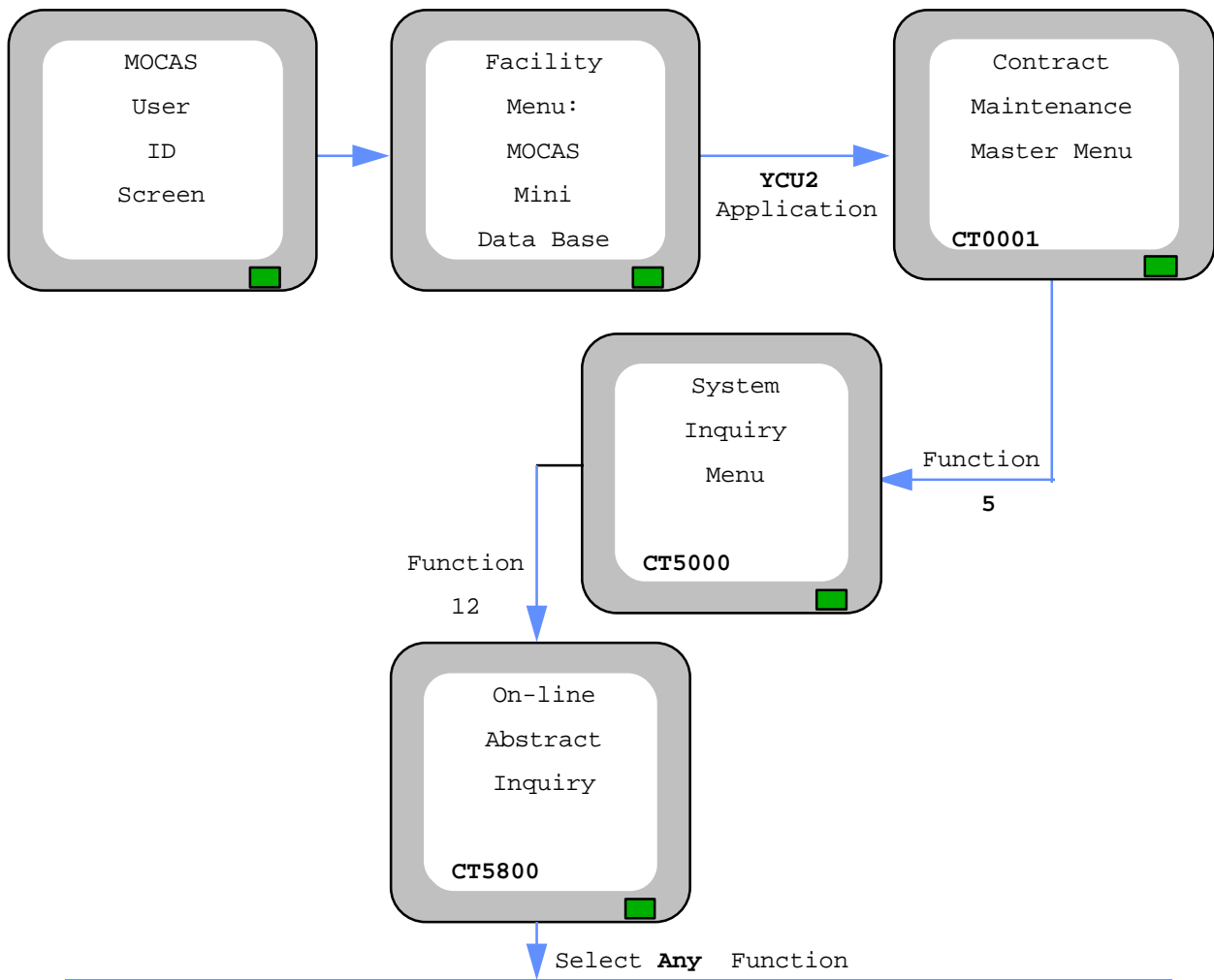


RECORD	DESCRIPTION
ACO Alert Data	Displays dates on which ACO alerts will be generated for various ACO coded remarks. These remarks indicate action required by the ACO in administration of the contract.
Line Item Data	Displays line item data by CLIN for the contract queried. Includes quantity ordered, quantity shipped, quantity accepted, unit price, and scheduled ACRN, etc.
Schedule Data	Displays supply schedule data by CLIN. Includes scheduled delivery date, ship-to/mark-for points, scheduled ACRN from which payment is to be made, modification number which established or last changed schedule, etc.
Shipment Data	Displays the existing shipment data by CLIN for the contract queried. Includes the shipment number, shipment date, quantity shipped, quantity accepted, etc.
Accounting Data	Displays all existing accounting data by ACRN for the contract queried. Includes applicable accounting classification data, CLR obligation, ULO, WIP balances, etc.
Document Inventory	Displays inventory data and modifications for the contract queried. Includes contract/modification number, buying and issuing activities, date signed, date received, date processed, etc.
All Data Base Records	Displays all data records beginning with contract level data and continuing through inventory data.
Select Individual Records	Allows the user to select specific records for viewing.

The following flow chart diagrams the menus/screens the user will encounter in utilizing this inquiry.

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System Inquiry



Contract Level Data

Administrative Data (CT5801)
Address Data (CT5802)
Provisions Data (CT5803)
Remarks Data (CT5804)
CCN Data (CT5805)
ACO Alert Data (CT5806)

Accounting Data (CT5812)

Line Item Data (CT5821)
Schedule Data (CT5830)
Shipment Data (CT5840)
Inventory Data (CT5850)
All Data Base Records
Select Individual Records (CT5860)

Continued on next page

System Inquiry



Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility password and user password provided to you by DFAS-CO-JXSA. Enter YCU2 in the APPLICATION ID field.</p> <div data-bbox="418 764 1321 1377" data-label="Form"> <pre> DDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDD FF AA AA SSSSSSSS ***** DDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YCU2 TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p>Use the TAB key to move from field to field and press ENTER only after all screen fields are completed.</p> <p>Successful completion of the MOCAS User ID screen will display the Contract Maintenance Master Menu, screen CT0001.</p>

Continued on next page

System Inquiry



STEP	ACTION
2	<p>On the Contract Maintenance Master menu, select System Inquiries by entering 5 in the FUNCTION field. All other fields should be left blank.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT0001 CONTRACT MAINTENANCE MASTER MENU COMPUTER BASED USER DOC (CBUD)..0 MOCAS INVENTORY UPDATE.....8 * NEW CONTRACT SETUP.....1 ADRS MASTER UPDATE.....9 * CONTRACT MODIFICATIONS.....2 ACCOUNTING CLASS DATA UPDATE.....10 * CONTRACT CORRECTIONS.....3 * MODIFICATION HEADER UPDATE.....11 * SUMMARY EDITS.....4 CLNS LINE ITEM ADJUSTMENT.....12 * SYSTEM INQUIRIES.....5 * SUPERVISORY FUNCTIONS.....6 * NO ACTION MODIFICATIONS.....7 TERMINATE.....PA2 FUNCTION: 5 PIIN: SPIIN: CAO-ORG-CD: RGS-CD: * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS </pre> </div> <p>Press ENTER. The System Inquiry Menu, screen CT5000, will be displayed.</p>

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System Inquiry



STEP	ACTION
3	<p>On the System Inquiry Menu, select On-line Abstract Inquiry by entering 12 in the FUNCTION field. The CAGE field should be left blank.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT5000 SYSTEM INQUIRY MENU COMPUTER BASED USER DOCUMENTATION....0 CAGE DATA INQUIRY.....8 UNVALIDATED TRANSACTION LIST.....1 CONTRACTS BY CONTRACTOR.....9 ACCOUNTING CLASSIFICATION BALANCE...2 SUMMARY OF SHIPMENT DATA.....10 LINE ITEM BALANCE INQUIRY.....3 CONTRACT LINE ITEM STATUS.....11 CONTRACT INPUT SCAN.....4 ON-LINE ABSTRACT INQUIRY.....12 CONTRACT ACTIVITY INQUIRY.....5 DELAYED INQUIRY REQUESTS.....13 INPUT STATISTICS BY RGS-CD.....6 SUMMARY EDIT FUNCTIONS.....14 APPLIED MODIFICATIONS.....7 NAVY STARS INQUIRY.....15 NOTEBOOK INQUIRY.....16 TERMINATE.....PA2 FUNCTION: 12 CAGE: ENTER CAGE FOR FUNCTION 8 ONLY </pre> </div> <p>Press ENTER. The On-line Abstract Inquiry Menu, screen CT5800, will be displayed.</p>

Continued on next page

System Inquiry





STEP	ACTION
4	<p>To select and display data on the On-line Abstract Inquiry, tab down and enter an X next to the selection(s) needed; tab through the fields until the cursor is in the PIIN field. Enter the contract number; the cursor automatically forwards to the SPIIN field. Enter the SPIIN (if applicable) and ORG (if known). The PRINT (YES/NO) and PRINTER-ID fields should be left blank.</p> <div data-bbox="365 703 1347 1480" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT5800 ON-LINE ABSTRACT INQUIRY CONTRACT LEVEL DATA ADMINISTRATIVE DATA ADDRESS DATA PROVISIONS DATA REMARKS DATA CCN DATA ACO ALERT DATA ACCOUNTING DATA LINE ITEM DATA SCHEDULE DATA SHIPMENT DATA INVENTORY DATA X ALL DATA BASE RECORDS SELECT INDIVIDUAL RECORDS PIIN: F19628 93 C0021 SPIIN: ORG: PRINT(YES/NO): PRINTER-ID: FOR GENERAL INFORMATION ON THIS MENU SCREEN PRESS 'PF5' </pre> </div> <p>Press ENTER; the applicable screen(s) will be displayed.</p>

Continued on next page

System Inquiry



STEP	ACTION
<p>4 (Cont)</p>	<p> If you selected more than one item or all data base records on the On-line Abstract Inquiry menu, pressing ENTER after reviewing each screen will take you to the next selection screen. Continuing to press ENTER will continue to display the selected records. There is no capability to go back to the previous data record unless you cycle through all selected records.</p> <p> Press F2 to return to the On-line Abstract Inquiry Menu. This key always takes you back to the previous menu screen.</p>

Continued on next page

System Inquiry



Administrative Data

The CT5801 inquiry screen displays the administrative data relative to the queried contract.

CT5801 ADMINISTRATIVE DATA	
CBUD:	
PIIN: F19628 93 C0021	SPIIN: ORG: DB
FSCM: 8X261	CONTRR-FACL:
ISSD-BY: FQ7620	ADMIN-BY: S2206A
CAR-PARTNO: A	CAR-SEC-NO: 1
DEPT-CD: F	BUY-ACTY-CD: RS
KIND-CON-CD: 2	TY-CONTR-CD: U
CON-ASGM-CD: P	T-CONTRR-CD: B
NOUN: SERVICES	ACO-CD: DZ5
IS/CMA-CD: DAP	PROP-AD-CD: DA5
DMS-RTG: DOA7	CMDTY-CD: A7
PROD-SUV-CD: 2	INS-ACPT-CD: 6
SCTY-CLS-CD: U	UNLTRL-IND:
VAL-ENG-IND:	FUNC-LMTN:
EFF-DT: 93 01 25	CON-RCVD-DT: 93 01 27
FNL-DVY-DT: 95 02 28 E	ACO-ABS-PREPD: 2
WPNS-CD/ACAT-CD: ZZZZ	KR-FNL-DVY-DT:
	EDI-MILSCAP-IND:

The data element descriptions for the Administrative Data screen (CT5801) follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number (contract number).
SPIIN	Supplemental Procurement Instrument Number.

Continued on next page

System Inquiry



Data Element	Description
ORG	Contract Administration Office Organization Code. The 2 position code identifying the office which administers the contract. See Appendix 2 for a list of valid codes.
FSCM <i>DFARS 204.7202-1</i>	Federal Supply Code for Manufacturers. This is the five position Contractor and Government Entity (CAGE) code of the contractor receiving the contract.
CONTRR-FACL	Contractor Facility. This is the FSCM code of the contractor's facility where actual physical performance of the contract work will be performed if different from that identified by the FSCM above. If more than one facility is involved in the work, a 9 will appear in this field.
ISSD-BY <i>DFARS Appendix G, 204.7003</i>	Issued By. The DoDAAD Code of the office issuing the contract.
ADMIN-BY	Administered By. The DoDAAD Code of the organization responsible for administration of the contract. See Appendix 2 for a list of these codes.
CAR-PARTNO <i>DLAM 7000.5, 2-1-74 through 84.</i>	Contract Administration Report (CAR) Part Number code. The CAR part assigned to the PIIN-SPIIN displayed. The assignment of a specific CAR part is based on the extent of attention and management required of the Administrative Contracting Officer (ACO).

Continued on next page

System Inquiry



Data Element	Description	
CAR-PARTNO (Continued)	CAR PART	DESCRIPTION
	A	Contracts valued at \$100,000 or more which are assigned for primary and support administration. These contracts require extensive control and manual close-out. Contracts valued at less than \$100,000 are also assigned to this part under certain exceptional conditions. The ACO is primarily responsible for the monitoring and close-out of these contracts. Part A contracts consist of five sections; see the next data element description.
	B	Firm Fixed Price (FFP) contracts valued at \$99,999 or under. These contracts do not require extensive controls and will be automatically closed-out. The ACO administers these contracts on a "management exception" basis. Part B contracts consist of four sections, excluding section 3; see next data element description.
	C	Contracts valued at \$99,000 or less which are assigned for limited support or administration. Limited administration includes single assignments such as: production only, property only, disbursing only, and other similar functions. However, those support assigned contracts which require the ACO function are assigned to Part A of the CAR. Part C contracts consist of two sections; see next data element description.

Continued on next page

System Inquiry



Data Element	Description						
CAR-PARTNO (Continued)	<table><tr><th>CAR PART</th><th>DESCRIPTION</th></tr><tr><td>D</td><td>CAR summary data. It provides information concerning volume status and nature of contracts in Parts A, B, and C. The summary data is used as a tool for management. There are no sections associated with this part.</td></tr><tr><td>E</td><td>Refers to the Contract Administration Data (CAD) reference list where Part E is reflected.</td></tr></table>	CAR PART	DESCRIPTION	D	CAR summary data. It provides information concerning volume status and nature of contracts in Parts A, B, and C. The summary data is used as a tool for management. There are no sections associated with this part.	E	Refers to the Contract Administration Data (CAD) reference list where Part E is reflected.
CAR PART	DESCRIPTION						
D	CAR summary data. It provides information concerning volume status and nature of contracts in Parts A, B, and C. The summary data is used as a tool for management. There are no sections associated with this part.						
E	Refers to the Contract Administration Data (CAD) reference list where Part E is reflected.						
CAR-SEC-NO <i>DLAM 7000.5, 2.1.74 through 84</i>	Contract Administation Report (CAR) Section Number. This field indicates the CAR section number, a subdivision of the CAR. The assignment of a specific CAR section is based on the activity status of the contract. The following chart provides the CAR Section descriptions.						

If CAR Part is:	And CAR Section is:	Status is:
A	1	The contract is active; the acceptance of supplies, performance of services, or work statement requirements have not been completed.
A	2	The contract is still active and is physically complete; supplies and services are accepted. However, final payment and/or final notice of last action (FNLA) is required for closure by the ACO. After the ACO's action, the contract should automatically move to Section 5.

Continued on next page

System Inquiry




If CAR Part is:	And CAR Section is:	Status is:
A	3	The contract is in a dormant status, with one of the following pending conditions: complete termination, or pending partial termination. Movement from this section is based on request from ACO, depending on resolution and Line Item Schedule Summary Report (LISSR) status.
A	4	The contract has been reopened by DFAS-CO for payment adjustment and/or corrections. The ACO has already issued a contract completion statement. Therefore, the only action required to effect closure is the financial adjustment pending for DFAS-CO.
A	5	The contract closed during the month-end reporting period. However, if ULO balances remain on the contract, the section will be automatically changed from 5 to 4 in order for DFAS-CO to research the cause for the ULO.
B	1	The contract is active; the delivery and acceptance of supplies have not been completed.
B	2	The contract is still active and is physically complete with "acceptance" processed. However, final payment has not been made. The contract should automatically move from Section 2 to Section 5 based on the final payment.
B	4	The contract has been reopened by DFAS-CO for payment adjustments and/or collection. The Accounting Technician takes the necessary actions to reconcile the contract before moving it to the appropriate section of the CAR.

Continued on next page

System Inquiry



If CAR Part is:	And CAR Section is:	Status is:
B	5	<p>The contract closed during the month-end reporting period. However, if ULO balances remain on the contract, the section will automatically change from 5 to 4 in order for DFAS-CO to research the cause for the ULO.</p> <p> Subsequent to the contract closing in Section 5, there are two system generated sections, 8 and 9, assigned to closed contracts on a month-end basis. Section 8 is assigned to those contracts in Section 5 during the month. Section 9 is assigned to those contracts in Section 8 during the month. On a monthly basis, the system reviews all Section 9 contracts to determine if the close date is equal or greater than 6 months old. If the close date is greater, the contract and inventory level data will be deleted from the database.</p>
C	1	The contract is active; the performance of the delegated assignment is not complete.
C	5	The delegated assignment was completed during the reporting period.

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System Inquiry



Data Element	Description																										
DEPT-CD	<p>Department Code. A one position code identifying the contracting agency.</p> <table> <tr> <th>DEPT CD</th><th>CONTRACTING AGENCY</th></tr> <tr> <td>A</td><td>Army</td></tr> <tr> <td>C</td><td>Defense Communication Agency (DCA)</td></tr> <tr> <td>D</td><td>Defense Nuclear Agency (DNA)</td></tr> <tr> <td>E</td><td>Defense Civil Preparedness (DCP)</td></tr> <tr> <td>F</td><td>Air Force</td></tr> <tr> <td>G</td><td>Defense Mapping Agency (DMA)</td></tr> <tr> <td>H</td><td>Misc Defense Activity (MDA)</td></tr> <tr> <td>M</td><td>Marine Corps</td></tr> <tr> <td>N</td><td>Navy</td></tr> <tr> <td>O</td><td>Other</td></tr> <tr> <td>P</td><td>NASA</td></tr> <tr> <td>S</td><td>Defense Logistics Agency (DLA)</td></tr> </table>	DEPT CD	CONTRACTING AGENCY	A	Army	C	Defense Communication Agency (DCA)	D	Defense Nuclear Agency (DNA)	E	Defense Civil Preparedness (DCP)	F	Air Force	G	Defense Mapping Agency (DMA)	H	Misc Defense Activity (MDA)	M	Marine Corps	N	Navy	O	Other	P	NASA	S	Defense Logistics Agency (DLA)
DEPT CD	CONTRACTING AGENCY																										
A	Army																										
C	Defense Communication Agency (DCA)																										
D	Defense Nuclear Agency (DNA)																										
E	Defense Civil Preparedness (DCP)																										
F	Air Force																										
G	Defense Mapping Agency (DMA)																										
H	Misc Defense Activity (MDA)																										
M	Marine Corps																										
N	Navy																										
O	Other																										
P	NASA																										
S	Defense Logistics Agency (DLA)																										
BUY-ACT-CD	<p>Buying Activity Code. A two position identifier code for the buying activity that placed the contract.</p>																										

Continued on next page

System Inquiry



Data Element	Description																				
KIND-CON-CD <i>DoD 4000.25-5-M</i>	<p>Kind of Contract Code. A one position identifier code which reflects the basic intent of the contract.</p> <table> <tr> <th>CODE</th><th>INTENT</th></tr> <tr> <td>1</td><td>Supply contract and price orders</td></tr> <tr> <td>2</td><td>Research and development</td></tr> <tr> <td>3</td><td>System acquisition</td></tr> <tr> <td>4</td><td>Maintenance</td></tr> <tr> <td>6</td><td>Service</td></tr> <tr> <td>7</td><td>Facilities</td></tr> <tr> <td>8</td><td>Undefinitized Letter</td></tr> <tr> <td>9</td><td>Unpriced orders against BOA</td></tr> <tr> <td>0</td><td>Other</td></tr> </table>	CODE	INTENT	1	Supply contract and price orders	2	Research and development	3	System acquisition	4	Maintenance	6	Service	7	Facilities	8	Undefinitized Letter	9	Unpriced orders against BOA	0	Other
CODE	INTENT																				
1	Supply contract and price orders																				
2	Research and development																				
3	System acquisition																				
4	Maintenance																				
6	Service																				
7	Facilities																				
8	Undefinitized Letter																				
9	Unpriced orders against BOA																				
0	Other																				
TY-CONTR-CD <i>FAR 16; DFARS 216 253.204-70 (C)(4)(V)(C)</i>	<p>Type of Contract Code. A one position code identifying the specific kind of contract pricing provisions differentiated by the structure and clause content of the contract.</p>																				

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System Inquiry



Data Element	Description	
TY-CONTR-CD (Continued)	CODE	PRICING PROVISION
	A	Fixed price redetermination - type A
	B	Fixed price redetermination - type B
	C	Fixed price redetermination - type other
	J	Firm fixed price
	K	Fixed price w/economic price adjustment
	L	Fixed price incentive w/performance incentive
	M	Fixed price incentive without performance incentive
	R	Cost-Plus-Award fee
	S	Cost type
	T	Cost sharing type
	U	Cost-Plus-Fixed fee
	V	Cost-plus incentive fee with performance
	W	Cost-plus incentive fee without performance

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System Inquiry



Data Element	Description										
TY-CONTR-CD (Continued)	<table> <tr> <th>CODE</th><th>PRICING PROVISION</th></tr> <tr> <td>Y</td><td>Time and materials</td></tr> <tr> <td>Z</td><td>Labor hour</td></tr> <tr> <td>Blank</td><td>No cost, BOAs, or Blanket Purchase Agreements</td></tr> </table>	CODE	PRICING PROVISION	Y	Time and materials	Z	Labor hour	Blank	No cost, BOAs, or Blanket Purchase Agreements		
CODE	PRICING PROVISION										
Y	Time and materials										
Z	Labor hour										
Blank	No cost, BOAs, or Blanket Purchase Agreements										
CON-ASGM-CD	<p>Contract Assignment Code. A one position code depicting the type of administrative responsibility assigned to a contract.</p> <table> <tr> <th>CODE</th><th>RESPONSIBILITY</th></tr> <tr> <td>G</td><td>Disbursement only</td></tr> <tr> <td>P</td><td>Primary administration</td></tr> <tr> <td>S</td><td>Support administration of prime contracts</td></tr> <tr> <td>T</td><td>Support administration of subcontracting</td></tr> </table>	CODE	RESPONSIBILITY	G	Disbursement only	P	Primary administration	S	Support administration of prime contracts	T	Support administration of subcontracting
CODE	RESPONSIBILITY										
G	Disbursement only										
P	Primary administration										
S	Support administration of prime contracts										
T	Support administration of subcontracting										

Continued on next page

System Inquiry



Data Element	Description																						
T-CONTRR-CD	<p>Type of Contractor Code. The classification of contractors in accordance with DFARS 204.671-5(d).</p> <table> <tr> <th>CODE</th><th>CLASSIFICATION</th></tr> <tr> <td>A</td><td>Small Disadvantaged Business</td></tr> <tr> <td>B</td><td>Other Small Business</td></tr> <tr> <td>C</td><td>Large Business</td></tr> <tr> <td>D</td><td>Workshop for the Blind or Other Severely Handicapped</td></tr> <tr> <td>F</td><td>Hospital</td></tr> <tr> <td>L</td><td>Foreign Concern/Entity</td></tr> <tr> <td>M</td><td>Domestic Firm Performing Work Outside United States</td></tr> <tr> <td>N</td><td>Historically Black Colleges and Universities or Minority Institutions</td></tr> <tr> <td>P</td><td>Other Educational</td></tr> <tr> <td>Z</td><td>Other Nonprofit</td></tr> </table>	CODE	CLASSIFICATION	A	Small Disadvantaged Business	B	Other Small Business	C	Large Business	D	Workshop for the Blind or Other Severely Handicapped	F	Hospital	L	Foreign Concern/Entity	M	Domestic Firm Performing Work Outside United States	N	Historically Black Colleges and Universities or Minority Institutions	P	Other Educational	Z	Other Nonprofit
CODE	CLASSIFICATION																						
A	Small Disadvantaged Business																						
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P	Other Educational																						
Z	Other Nonprofit																						
NOUN	<p>Noun. Represents the first 11 positions of the name and/or description of the item being procured.</p>																						
ACO-CD	<p>Administrative Contracting Officer (ACO) Identification Code. A code representing the ACO administering the contract.</p>																						

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System Inquiry



Data Element	Description
IS/CMA-CD	Industrial Specialist/Contract Management Assistant Code. A code identifying a specific Industrial Specialist or Contract Management Assistant to whom the contract is assigned for surveillance.
PROP-AD-CD	Property Administrator Code. A code identifying a specific Property Administrator responsible for administering any property applicable to a contract.
DMS-RTG <i>Defense Priorities and Allocations System Handbook, Oct 94</i>	Defense Material System Rating. Under DPS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified defense orders must be given delivery preference over nondefense business by the suppliers who receive them.
CMDTY-CD	Commodity Code. A code that designates a grouping of supplies, construction, or other services with QA responsibilities.
PROD-SUV-CD <i>DFARS 242.1104</i>	Production Surveillance Code. A code that identifies the degree of production surveillance to be performed by the Contract Administration Services Activity.

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System Inquiry



Data Element	Description																								
INS-ACPT-CD	<p>Inspection/Acceptance Code. A one position code that indicates the inspection and acceptance points specified in the award for the contract line item(s).</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>1</td><td>Inspection and acceptance at source (origin of contractor's plant)</td></tr> <tr> <td>2</td><td>Inspection and acceptance at destination (CONUS)</td></tr> <tr> <td>3</td><td>Inspection at source, acceptance at destination (CONUS)</td></tr> <tr> <td>4</td><td>Certificate of Conformance</td></tr> <tr> <td>5</td><td>Fast pay procedure</td></tr> <tr> <td>6</td><td>Combination of foregoing (i.e., item 1 of contract is accepted at destination and item 2 is accepted at source)</td></tr> <tr> <td>7</td><td>Letter of transmittal</td></tr> <tr> <td>8</td><td>Inspection and acceptance specified elsewhere</td></tr> <tr> <td>9</td><td>Payment based on other than DD Form 250/1155</td></tr> <tr> <td>B</td><td>Inspection and acceptance at destination port - water/air</td></tr> <tr> <td>C</td><td>Inspection at source; acceptance at destination port - water/air</td></tr> </table>	CODE	DESCRIPTION	1	Inspection and acceptance at source (origin of contractor's plant)	2	Inspection and acceptance at destination (CONUS)	3	Inspection at source, acceptance at destination (CONUS)	4	Certificate of Conformance	5	Fast pay procedure	6	Combination of foregoing (i.e., item 1 of contract is accepted at destination and item 2 is accepted at source)	7	Letter of transmittal	8	Inspection and acceptance specified elsewhere	9	Payment based on other than DD Form 250/1155	B	Inspection and acceptance at destination port - water/air	C	Inspection at source; acceptance at destination port - water/air
CODE	DESCRIPTION																								
1	Inspection and acceptance at source (origin of contractor's plant)																								
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C	Inspection at source; acceptance at destination port - water/air																								

Continued on next page

System Inquiry



Data Element	Description										
INS-ACPT-CD (Continued)	<table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>D</td><td>Inspection at destination; acceptance at source</td></tr> <tr> <td>K</td><td>Inspection and acceptance at destination - overseas</td></tr> <tr> <td>L</td><td>Inspection at source; acceptance at destination - overseas</td></tr> <tr> <td>N</td><td>No inspection/acceptance provisions</td></tr> </table>	CODE	DESCRIPTION	D	Inspection at destination; acceptance at source	K	Inspection and acceptance at destination - overseas	L	Inspection at source; acceptance at destination - overseas	N	No inspection/acceptance provisions
CODE	DESCRIPTION										
D	Inspection at destination; acceptance at source										
K	Inspection and acceptance at destination - overseas										
L	Inspection at source; acceptance at destination - overseas										
N	No inspection/acceptance provisions										
SCTY-CLS-CD <i>FAR 14.409-1, 2</i>	Security Classification Code. A code used to show if a security classification has been assigned to the procurement instrument. The field will be coded C if the documents are classified, or U if not classified.										
UNLTRL-IND	Unilateral Indicator. Unilateral contracts/purchase orders will be coded U when the document is unilateral; otherwise, it will be blank.										
VAL-ENG-IND <i>FAR 52.248-1, 2</i>	Value Engineering Clause Indicator. A code that indicates whether an award contains a value engineering clause. This field indicates that each contract item or task has been analyzed to ensure that its essential function is provided at the lowest overall cost; savings to be shared with contractor.										

Continued on next page

System Inquiry



Data Element	Description																
VAL-ENG-IND (Continued)	<table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>V</td><td>Contract includes VE incentive clause</td></tr> <tr> <td>Y</td><td>Contract includes VE program or both incentive and program clauses</td></tr> <tr> <td>Blank</td><td>No VE incentive program clauses</td></tr> </table>	CODE	DESCRIPTION	V	Contract includes VE incentive clause	Y	Contract includes VE program or both incentive and program clauses	Blank	No VE incentive program clauses								
CODE	DESCRIPTION																
V	Contract includes VE incentive clause																
Y	Contract includes VE program or both incentive and program clauses																
Blank	No VE incentive program clauses																
FUNC-LMTN	<p>Contract Administration Functional Limitations. These codes indicate that partial administration responsibilities have been assigned to the DCMC.</p> <table> <tr> <th>CODE</th><th>LIMITATION</th></tr> <tr> <td>Blank</td><td>Full Administration, no limitations</td></tr> <tr> <td>1</td><td>Quality Assurance</td></tr> <tr> <td>2</td><td>Production</td></tr> <tr> <td>3</td><td>Payment</td></tr> <tr> <td>4</td><td>Property</td></tr> <tr> <td>5</td><td>Transportation</td></tr> <tr> <td>6</td><td>ACO Action required</td></tr> </table>	CODE	LIMITATION	Blank	Full Administration, no limitations	1	Quality Assurance	2	Production	3	Payment	4	Property	5	Transportation	6	ACO Action required
CODE	LIMITATION																
Blank	Full Administration, no limitations																
1	Quality Assurance																
2	Production																
3	Payment																
4	Property																
5	Transportation																
6	ACO Action required																

Continued on next page

System Inquiry



Data Element	Description										
EFF-DT	Effective Date. Effective date or order date (YYMMDD) of the contract.										
CON-RCVD-DT	Contract Received Date. Date the procurement instrument was received at the DCMC (YYMMDD).										
FNL-DVY-DT	Final Delivery Schedule Date. This date represents the latest date on file for the contract to be completed (YYMMDD).										
ACO-ABS-PREPD	ACO Abstract Prepared Indicator. <table border="1"> <thead> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>Blank</td><td>MILSCAP - Awaiting hard copy contract</td></tr> <tr> <td>1</td><td>ACO abstract generated</td></tr> <tr> <td>2</td><td>Correction made before receipt of hard copy contract</td></tr> <tr> <td>3</td><td>AMIS converted contract</td></tr> </tbody> </table>	CODE	DESCRIPTION	Blank	MILSCAP - Awaiting hard copy contract	1	ACO abstract generated	2	Correction made before receipt of hard copy contract	3	AMIS converted contract
CODE	DESCRIPTION										
Blank	MILSCAP - Awaiting hard copy contract										
1	ACO abstract generated										
2	Correction made before receipt of hard copy contract										
3	AMIS converted contract										
WPNS-CD/ACAT-CD DODI 5000.2	Weapon System Code/Acquisition Category Code. The Weapon System Code identifies the weapon system. The Acquisition Category Code differentiates acquisition programs as either major or nonmajor based on dollar thresholds.										

Continued on next page

System Inquiry



Data Element	Description
KR-FNL-DVY-DT	<p>Contractor Responsibility Final Delivery Date. The original final delivery date, adjusted by modification(s) issued to revise the delivery schedule or performance period for government or excusable cause. If this date is prior to the final delivery date, this indicates that a modification was issued because of contractor responsibility.</p>
EDI-MILSCAP-IND	<p>Electronic Data Interface/MILSCAP Indicator. A one-position alpha code indicating source of data.</p> <ul style="list-style-type: none">• E - Electronic Data Interchange (EDI)• M - MILSCAP• Blank - Input manually on-line

Continued on next page

System Inquiry



ADDRESS DATA

This inquiry screen (CT5802) displays the contractor's name, city, state, and zip code along with the payee/remittance address as contained in the contract entered on screen CT5800.

CT5802	ADDRESS DATA		
CBUD:			
PIIN:	F19628 93 C0021	SPIIN:	ORG: DB
CONTRR-NAME: OPTRON SYSTEMS INC			
CITY:	BEDFORD	ST:	MA ZIP-CD: 01730
NAM-ADR-IND:	REMIT-ADRS:		
PAYEE DATA			
ADRS-LIN1:	OPTRON SYSTEMS INC		
ADRS-LIN2:	3 PRESTON CT		
ADRS-LIN3:			
ADRS-LIN4:			
ADRS-LIN5:			
ADRS-LIN6:	BEDFORD	MA	01730

Data element descriptions for this screen follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number (contract number).
SPIIN	Supplemental Procurement Identification Number.

Continued on next page

System Inquiry



Data Element	Description										
ORG	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. See Appendix 2 for valid codes.										
CONTRR-NAME	Contractor Name.										
CITY	The city in which the contractor is located.										
ST	The state in which the contractor is located.										
ZIP-CD	The zip code for the city/state the contractor is located.										
NAME-ADR-IND	<p>Name and Address Indicator. This field will contain one of the following codes to describe the type of alternate payee name and address if different from the contractor's name and address as shown above.</p> <table border="1"> <thead> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>Blank</td><td>Alternate payee not applicable</td></tr> <tr> <td>R</td><td>Contractor remittance address</td></tr> <tr> <td>N</td><td>Notice of assignment</td></tr> <tr> <td>C</td><td>Canadian Commercial Corporation</td></tr> </tbody> </table>	CODE	DESCRIPTION	Blank	Alternate payee not applicable	R	Contractor remittance address	N	Notice of assignment	C	Canadian Commercial Corporation
CODE	DESCRIPTION										
Blank	Alternate payee not applicable										
R	Contractor remittance address										
N	Notice of assignment										
C	Canadian Commercial Corporation										
REMIT-ADRS	Contractor's Remittance Address. This is the Federal Supply Code for Manufacturers (FSCM) where the contractor desires payments to be made.										
PAYEE DATA	Address lines 1 through 6. The In-The-Clear address for payee remittance data.										

Continued on next page

System Inquiry



PROVISIONS DATA This screen (CT5803) displays contract provisions affecting payment control.

CT5803		PROVISIONS DATA	
CBUD:			
PIIN: F19628 93 C0021		SPIIN:	ORG: DB
TOTAMT-CONT:	581274.00	OBLAMT-CONT:	581274.00
UNL-DV-CONT:	5704.05	OBLAMT-OTH:	.00
UNLQ-DV-PP:	.00	WITHHOLD:	.00
CST-CONTR:	543247.00	FEE-CONTR:	38027.00
SPC-CON-PVN: E		DISCNT-TRMS:	
DISC-DY-NET:	DISC-IN-OTH:	CEIL-PCT:	
PMT-PCT:	US-RCP-PCT:	FMS-PMT-PCT:	
FMS-RCP-PCT:	AUDTR-APRVL:	RVU-CONTRS:	
PMT-CURRENCY:	ADV-PMT-AUT:	SPCL-TOOLNG:	
TEC-DATA-RQ: T	LQD-DMG-IND:	PKG-CRG-AUT:	
DSTN-SHP-RQ:	WHLD-DATA:	WHLD-NSP:	
SHPG-WT-DIM:	FRT-CRG-AUT:	MIN-SIZ-SHP:	
CRIT-DES-CD: C	FIN-ACTN-CD: 4	PAYG-OFC: SC1016	
IBOP-IND:	IBOP-CTY-CD:	IBOP-PCT:	
IBOP-CGY-CD:	PRE-PROD-SP:	NCLEL-PY-PV:	
BVN-INST-RQD:	PROGPAY-INST-RQD:	SPCL-PAY-RQD:	

The data element descriptions for this screen follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Number.

Continued on next page

System Inquiry



Data Element	Description
ORG	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
TOTAMT-CONT	Total Amount of Contract. The face value of the contract in dollars and cents.
OBLAMT-CONT	Obligated Amount of Contract. The amount of monies obligated at contract level.
UNL-DV-CONT	Unliquidated Dollar Value Remaining on Contract. This is equal to the contract's total obligated amount less all monies previously disbursed.
OBLAMT-OTH	Obligated Amount Paid by Other. The amount of the contract obligation paid by a disbursing office other than DFAS-CO.
UNLQ-DV-PP	Unliquidated Dollar Value of Progress Payments. The total amount of unrecouped progress payments remaining on contract.
WITHHOLD	Current total amount of the withholds on the contract.
CST-CONTR	Cost Amount Authorized Contractor. The amount of monies authorized for payment to a contractor for performance based on costs approved by an ACO or auditor.
FEE-CONTR	Fee Amount Authorized Contractor. The negotiated fixed fee dollar amount authorized for payment on cost-plus-fixed-fee contracts.
SPC-CON-PVN DoD 4000.25-5-M	Special Contract Provisions. A code identifying certain contract provisions which require specialized attention and handling.

Continued on next page

System Inquiry



Data Element	Description
DISCNT-TRMS <i>FAR 52.232-8</i>	Discount Terms. Offered by the contractor for payments made within stated periods. At the time of payment, MOCAS will compare the discount terms offered in the contract with that offered on the invoice and select the most favorable to the government. The format for discount terms is first discount percentage (i.e., 2% = 0200), first discount days (i.e., 7 days = 07), then the second discount percentage, followed by the second discount days.
DISC-DY-NET <i>FAR 52.232-8</i>	Net Discount Days. Reflects the number of days allowed for payment of an invoice if the discount is not taken.
DISC-IN-OTH	Discount Indicator Other. A 9 in this field indicates the contractor has offered discount terms in addition to those indicated above or a monetary discount has been offered.
CEIL-PCT <i>FAR 52.232-16; Alt 1, 2; DFARS 252.232-7002</i>	Work-In-Progress Payment Percentage. This percentage indicates the total amount of WIP payments allowable on the contract. Percentages are entered only if WIP payments are allowed on the contract and are recorded to one decimal point (example: 85% = 850).
PMT-PCT <i>FAR 52.232-16; Alt 1, 2; DFARS 252.232-7002</i>	US Work-In-Progress Payment Percentage. This percentage indicates the total amount of WIP payments against US funds. Percentages are entered only if US progress payments are allowed. Percentages are recorded to one decimal place.
US-RCP-PCT <i>FAR 52.232-16; Alt 1, 2; DFARS 252.232-7002</i>	US Work-In-Progress Payments Recoupment Percentage. This percentage indicates the rate at which progress payments are liquidated against US funds when invoices are submitted. Percentages are recorded to one decimal place.

Continued on next page

System Inquiry



Data Element	Description												
FMS-PMT-PCT <i>FAR 52.232-16; Alt 1, 2; DFARS 252.232-7002</i>	Foreign Military Sales Work-In-Progress Payments Recoupment Percentage. This percentage indicates the total amount of WIP payments against FMS funds. Percentages are entered only if FMS progress payments are allowed. Percentages are recorded to one decimal place.												
FMS-RCP-PCT <i>FAR 52.232-16; Alt 1, 2; DFARS 252.232-7002</i>	Foreign Military Sales Work-In-Progress Payments Recoupment Percentage. This percentage indicates the rate at which progress payments are liquidated against FMS funds when invoices are submitted. Percentages are recorded to one decimal place.												
AUDTR-APRVL	<p>Auditor Approval Code. This code indicates requirements for contractor certification of precision components, or approval of invoices is required by Disbursing Officer, ACO, PCO, TCO, or other government representative. Up to three codes may be present.</p> <table border="1"> <thead> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>A</td><td>Approval of invoice by FAO.</td></tr> <tr> <td>B</td><td>Approval of invoice by Auditor.</td></tr> <tr> <td>F</td><td>TCO certification required.</td></tr> <tr> <td>H</td><td>USDA certification required.</td></tr> <tr> <td>N</td><td>Approval not required. Contractor has been authorized to submit interim public vouchers directly to DFAS-CO. Contractors submit first and final vouchers on each contract to cognizant DCAA offices for approval.</td></tr> </tbody> </table>	CODE	DESCRIPTION	A	Approval of invoice by FAO.	B	Approval of invoice by Auditor.	F	TCO certification required.	H	USDA certification required.	N	Approval not required. Contractor has been authorized to submit interim public vouchers directly to DFAS-CO. Contractors submit first and final vouchers on each contract to cognizant DCAA offices for approval.
CODE	DESCRIPTION												
A	Approval of invoice by FAO.												
B	Approval of invoice by Auditor.												
F	TCO certification required.												
H	USDA certification required.												
N	Approval not required. Contractor has been authorized to submit interim public vouchers directly to DFAS-CO. Contractors submit first and final vouchers on each contract to cognizant DCAA offices for approval.												

Continued on next page

System Inquiry



Data Element	Description																
RVU-CONTRS	<p>Mandatory Review Code. One position code indicating mandatory review of the invoice and contract is required by a Voucher Examiner before payment can be made. Up to three codes may be present. If code is present, check the R5-RMK or R6-RMK data element in the Remarks Data for an explanation.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>Blank</td><td>Mandatory review is not required</td></tr> <tr> <td>3</td><td>Contract involves GFM</td></tr> <tr> <td>4</td><td>Textile contracts</td></tr> <tr> <td>5</td><td>Steel contracts</td></tr> <tr> <td>6</td><td>Lumber contracts</td></tr> <tr> <td>9</td><td>Other (for local use as required)</td></tr> <tr> <td>0</td><td>Contract involves GFP</td></tr> </table>	CODE	DESCRIPTION	Blank	Mandatory review is not required	3	Contract involves GFM	4	Textile contracts	5	Steel contracts	6	Lumber contracts	9	Other (for local use as required)	0	Contract involves GFP
CODE	DESCRIPTION																
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5	Steel contracts																
6	Lumber contracts																
9	Other (for local use as required)																
0	Contract involves GFP																
PMT-CURRENCY FAR 25.5	<p>Payment Currency. One position code indicating the type of currency specified for payment of the contractors invoices.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>C</td><td>Canadian currency</td></tr> <tr> <td>O</td><td>Other foreign currency</td></tr> <tr> <td>Blank</td><td>United States currency</td></tr> </table>	CODE	DESCRIPTION	C	Canadian currency	O	Other foreign currency	Blank	United States currency								
CODE	DESCRIPTION																
C	Canadian currency																
O	Other foreign currency																
Blank	United States currency																

Continued on next page

System Inquiry



Data Element	Description																		
ADV-PMT-AUT	Advance Payment Authorized. One position code which indicates advance payments can be made to the contractor prior to, in anticipation of, and for the purpose of complete performance under a contract.																		
SPCL-TOOLING <i>FAR 52.245-17</i>	Special Tooling. Unique tooling used in performance of the contract for which the government acquires full rights upon contract completion. If the special tooling clause is contained in the contract, this field will contain an S; otherwise it will be blank.																		
TEC-DATA-RQ <i>FAR 52-227.06; FAR 52-227.11-12-13; FAR 52-227.7030</i>	<p>Patent/Royalty/Technical Data Required. One position code indicating that the contractor is required to submit a patent, royalty, or technical data clearance certificate upon completion of contract.</p> <table border="1"> <thead> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>T</td><td>Technical Data</td></tr> <tr> <td>W</td><td>Technical Data plus Patents</td></tr> <tr> <td>Y</td><td>Technical Data plus Royalty and Patents</td></tr> <tr> <td>V</td><td>Technical Data plus Royalty</td></tr> <tr> <td>G</td><td>Patents only</td></tr> <tr> <td>R</td><td>Royalty only</td></tr> <tr> <td>B</td><td>Patents and Royalty</td></tr> <tr> <td>Blank</td><td>No requirements</td></tr> </tbody> </table>	CODE	DESCRIPTION	T	Technical Data	W	Technical Data plus Patents	Y	Technical Data plus Royalty and Patents	V	Technical Data plus Royalty	G	Patents only	R	Royalty only	B	Patents and Royalty	Blank	No requirements
CODE	DESCRIPTION																		
T	Technical Data																		
W	Technical Data plus Patents																		
Y	Technical Data plus Royalty and Patents																		
V	Technical Data plus Royalty																		
G	Patents only																		
R	Royalty only																		
B	Patents and Royalty																		
Blank	No requirements																		

Continued on next page

System Inquiry



Data Element	Description
LQD-DMG-IND <i>FAR 52.249-8</i>	Liquidated Damage Charges Indicator. One position code indicating liquidated damage clauses are contained in the contract. This clause states that the contractor becomes liable to the government if they fail to deliver supplies or services as scheduled. If this clause is contained in the contract, this field will contain an A; otherwise, it will be blank.
PKG-CRG-AUT	Packaging Charges Authorized. One position code indicating contractor is authorized to bill for packaging and/or handling as a separate item on the invoice. If authorized, a P will appear in this field; otherwise, the field will be blank.
DSTN-SHP-RQ <i>FAR 52.247-48</i>	FOB Destination/Evidence of Shipment Required. One position code indicating contract contains clause which states: 1) Contractor will provide delivery of goods to government, and 2) attach to the invoice a receipted copy of the appropriate delivery document showing receipt at the destination specified in the contract. A code T indicates that the contractor is required to provide evidence of shipment along with their invoice. This code does not indicate payment of transportation charges is authorized (See FRT-CHG-AUT).
WHLD-DATA	Withholding/Technical Data. If coded, final payment will be withheld until all technical data has been received.
WHLD-NSP	Withholding/Not Separately Priced (NSP). If coded, final payment will be withheld until all NSP lines are delivered.

Continued on next page

System Inquiry



Data Element	Description										
SHPG-WT-DIM <i>FAR 52.247-60</i>	Guaranteed Maximum Shipping Weight/Dimensions (GMSW). This clause is used when weight and dimensions are used to evaluate bids or proposals. If delivery exceeds the guarantee, the contractor price is reduced an equal amount. This field will be coded G if the GMSW clause is applicable to the contract; otherwise, it will be blank.										
FRT-CRG-AUT <i>FAR 52.242-10</i>	Transportation/Freight Charges Authorized. One position code indicating that the contractor is authorized to bill freight or transportation charges as a separate item on the invoice. <table border="1"> <thead> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>F</td><td>Transportation/Freight charges authorized by CLIN or sub-CLIN on the contract.</td></tr> <tr> <td>Y</td><td>Transportation/freight charges authorized by a special provision in the contract.</td></tr> <tr> <td>P</td><td>Parcel Post charges are authorized.</td></tr> <tr> <td>Blank</td><td>Transportation/freight charges are not authorized.</td></tr> </tbody> </table>	CODE	DESCRIPTION	F	Transportation/Freight charges authorized by CLIN or sub-CLIN on the contract.	Y	Transportation/freight charges authorized by a special provision in the contract.	P	Parcel Post charges are authorized.	Blank	Transportation/freight charges are not authorized.
CODE	DESCRIPTION										
F	Transportation/Freight charges authorized by CLIN or sub-CLIN on the contract.										
Y	Transportation/freight charges authorized by a special provision in the contract.										
P	Parcel Post charges are authorized.										
Blank	Transportation/freight charges are not authorized.										
MIN-SIZE-SHP <i>FAR 52.247-59;</i> <i>FAR 52.247-61</i>	FOB Origin/Minimum Size Shipment Required. This clause is used when the contractor agrees to make shipments in carload or truckload lots in accordance with the shipment schedule. Failure to comply may result in the contractor becoming liable to the government for any resulting increased costs of shipping. This field will be coded F if the FOB origin minimum size shipment clause is applicable to the contract; otherwise, the field will be blank.										

Continued on next page

System Inquiry



Data Element	Description								
CRIT-DES-CD	<p>Criticality Designator Code. One position code which designates the degree of importance to the government of the supplies or services under contract. The lowest designator consistent with the government requirements will be assigned.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>A</td><td>Contracts under a DoD or service designated critical DX rated program and contracts negotiated under public urgency.</td></tr> <tr> <td>B</td><td>Contracts for items required to maintain a government or contractor production or repair line.</td></tr> <tr> <td>C</td><td>All contracts other than A or B.</td></tr> </table>	CODE	DESCRIPTION	A	Contracts under a DoD or service designated critical DX rated program and contracts negotiated under public urgency.	B	Contracts for items required to maintain a government or contractor production or repair line.	C	All contracts other than A or B.
CODE	DESCRIPTION								
A	Contracts under a DoD or service designated critical DX rated program and contracts negotiated under public urgency.								
B	Contracts for items required to maintain a government or contractor production or repair line.								
C	All contracts other than A or B.								
FIN-ACTN-CD	<p>Financial Action Code. This code indicates the type of financial actions which will be made on this contract. FAC3 is assigned to all fixed price contracts and mixed cost type/fixed price contracts. FAC4 is assigned to all other contracts.</p>								
PAYG-OFC	<p>Paying Office DoDAAC. DoDAAC of the disbursing office. Example: SC1032 is the Minuteman Division, North CAS Payment Directorate. Appendix A is a listing of valid codes.</p>								
IBOP-IND FAR 25.5	<p>International Balance of Payments (IBOP) Indicator. This field will be coded K if an IBOP clause is applicable on the contract; otherwise, it will be blank.</p>								

Continued on next page

System Inquiry



Data Element	Description														
IBOP-CTY-CD <i>FAR 25.5</i>	IBOP Country Code. A two character code identifying the country, territory, or nation in which payment will be addressed to the contractor.														
IBOP-PCT <i>FAR 25.5</i>	IBOP Percentage. One position code reflecting the conversion rate of US currency. If there is an IBOP percentage clause in the contract, the field will be coded P; otherwise, this field will be blank.														
IBOP-CGY-CD <i>FAR 25.5</i>	IBOP Supplemental Payment Category Code. A one position code indicating type of IBOP payments being made. <table border="1"> <thead> <tr> <th>CODE</th><th>Type of Transaction</th></tr> </thead> <tbody> <tr> <td>A</td><td>A payment to US personnel not stationed abroad for net pay, allowances, per diem or reimbursement for travel expenses</td></tr> <tr> <td>B</td><td>A payment to US contractor or US supplier for reimbursement for travel expenses abroad</td></tr> <tr> <td>C</td><td>A payment to a US contractor or US supplier for US end products</td></tr> <tr> <td>D</td><td>A payment to a US contractor or US supplier for US services</td></tr> <tr> <td>E</td><td>A payment to a US contractor or US supplier for US transportation</td></tr> <tr> <td>F</td><td>A payment to a foreign contractor or supplier for no US end products, services, or transportation</td></tr> </tbody> </table>	CODE	Type of Transaction	A	A payment to US personnel not stationed abroad for net pay, allowances, per diem or reimbursement for travel expenses	B	A payment to US contractor or US supplier for reimbursement for travel expenses abroad	C	A payment to a US contractor or US supplier for US end products	D	A payment to a US contractor or US supplier for US services	E	A payment to a US contractor or US supplier for US transportation	F	A payment to a foreign contractor or supplier for no US end products, services, or transportation
CODE	Type of Transaction														
A	A payment to US personnel not stationed abroad for net pay, allowances, per diem or reimbursement for travel expenses														
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Continued on next page

System Inquiry



Data Element	Description																						
IBOP-CGY-CD (Continued)	<table> <tr> <th>CODE</th><th>Type of Transaction</th></tr> <tr> <td>G</td><td>A payment to a foreign contractor or supplier for US end products</td></tr> <tr> <td>H</td><td>A payment to a foreign contractor or supplier for US services</td></tr> <tr> <td>J</td><td>A payment to a foreign contractor for US transportation</td></tr> <tr> <td>K</td><td>Receipt of cash from US supplier and is for a treasury check</td></tr> <tr> <td>L</td><td>A payment to a foreign or US supplier for ground POL</td></tr> <tr> <td>M</td><td>A payment to the Commodity Credit Corporation for proceeds from the sale of commodities by the barter contractor deposited into limited depository bank account</td></tr> <tr> <td>N</td><td>A payment to US personnel for that part of net pay mailed to the US by the AFO</td></tr> <tr> <td>Q</td><td>A payment made by a foreign government to a US contractor with counterpart funds for construction</td></tr> <tr> <td>R</td><td>A payment made by a foreign government to a foreign contractor with counterpart funds for construction</td></tr> <tr> <td>S</td><td>A payment made by a foreign government with counterpart funds for other than construction</td></tr> </table>	CODE	Type of Transaction	G	A payment to a foreign contractor or supplier for US end products	H	A payment to a foreign contractor or supplier for US services	J	A payment to a foreign contractor for US transportation	K	Receipt of cash from US supplier and is for a treasury check	L	A payment to a foreign or US supplier for ground POL	M	A payment to the Commodity Credit Corporation for proceeds from the sale of commodities by the barter contractor deposited into limited depository bank account	N	A payment to US personnel for that part of net pay mailed to the US by the AFO	Q	A payment made by a foreign government to a US contractor with counterpart funds for construction	R	A payment made by a foreign government to a foreign contractor with counterpart funds for construction	S	A payment made by a foreign government with counterpart funds for other than construction
CODE	Type of Transaction																						
G	A payment to a foreign contractor or supplier for US end products																						
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L	A payment to a foreign or US supplier for ground POL																						
M	A payment to the Commodity Credit Corporation for proceeds from the sale of commodities by the barter contractor deposited into limited depository bank account																						
N	A payment to US personnel for that part of net pay mailed to the US by the AFO																						
Q	A payment made by a foreign government to a US contractor with counterpart funds for construction																						
R	A payment made by a foreign government to a foreign contractor with counterpart funds for construction																						
S	A payment made by a foreign government with counterpart funds for other than construction																						

Continued on next page

System Inquiry



Data Element	Description										
IBOP-CGY-CD (Continued)	<table><tr><th>CODE</th><th>Type of Transaction</th></tr><tr><td>T</td><td>Local collections from foreign entities for material</td></tr><tr><td>U</td><td>Local collections from foreign entities for services</td></tr><tr><td>V</td><td>Local collections from foreign entities for transportation</td></tr><tr><td>O</td><td>Others not listed</td></tr></table>	CODE	Type of Transaction	T	Local collections from foreign entities for material	U	Local collections from foreign entities for services	V	Local collections from foreign entities for transportation	O	Others not listed
	CODE	Type of Transaction									
	T	Local collections from foreign entities for material									
	U	Local collections from foreign entities for services									
	V	Local collections from foreign entities for transportation									
	O	Others not listed									
PRE-PROD-SP	<p>First Article/Preproduction Sample. One position code indicating first article requirements.</p> <table><tr><th>CODE</th><th>Indicates first article requirements have . . .</th></tr><tr><td>F</td><td>yet to be met by the contractor.</td></tr><tr><td>A</td><td>been successfully completed by the contractor.</td></tr><tr><td>Blank</td><td>not been identified in the contract.</td></tr></table>	CODE	Indicates first article requirements have . . .	F	yet to be met by the contractor.	A	been successfully completed by the contractor.	Blank	not been identified in the contract.		
CODE	Indicates first article requirements have . . .										
F	yet to be met by the contractor.										
A	been successfully completed by the contractor.										
Blank	not been identified in the contract.										

Continued on next page

System Inquiry



Data Element	Description																										
NCLEL-PY-PV	<p>Non-CLIN/ELIN Provisions. A code which indicates the contract contains requirements not directly involving performance on the supply line items but for which the contractor may be reimbursed or the government may collect.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>A</td><td>Packaging/handling</td></tr> <tr> <td>B</td><td>Reusable containers</td></tr> <tr> <td>C</td><td>State/local taxes</td></tr> <tr> <td>D</td><td>Royalty</td></tr> <tr> <td>E</td><td>Minimum guarantee</td></tr> <tr> <td>H</td><td>Special tooling</td></tr> <tr> <td>J</td><td>Value engineering</td></tr> <tr> <td>K</td><td>Termination charges</td></tr> <tr> <td>L</td><td>Escalation clauses</td></tr> <tr> <td>M</td><td>Price redeterminations</td></tr> <tr> <td>T</td><td>Transportation charges</td></tr> <tr> <td>Z</td><td>Other lump sum settlements</td></tr> </table>	CODE	DESCRIPTION	A	Packaging/handling	B	Reusable containers	C	State/local taxes	D	Royalty	E	Minimum guarantee	H	Special tooling	J	Value engineering	K	Termination charges	L	Escalation clauses	M	Price redeterminations	T	Transportation charges	Z	Other lump sum settlements
CODE	DESCRIPTION																										
A	Packaging/handling																										
B	Reusable containers																										
C	State/local taxes																										
D	Royalty																										
E	Minimum guarantee																										
H	Special tooling																										
J	Value engineering																										
K	Termination charges																										
L	Escalation clauses																										
M	Price redeterminations																										
T	Transportation charges																										
Z	Other lump sum settlements																										

Continued on next page

System Inquiry



Data Element	Description
BVN-INST-RQD	BVN Special Payment Instructions Required Indicator. A Y in this field indicates the contract contains special payment instructions for BVNs. The Provision Level Special Payment Instruction Inquiry, screen CT5910, will be displayed as the next inquiry screen. An N indicates the contract contains no special payment instructions for BVNs.
PROGPAY-INST-RQD	Progress Payment Special Payment Instructions Required Indicator. A Y in this field indicates that the contract contains special payment instructions for progress payments. The Provision Level Special Payment Instruction Inquiry, screen CT5910, will be displayed as the next inquiry screen. An N in this field indicates that the contract contains no special progress payment instructions.
SPCL-PAY-RQD	Special Payment Required Indicator. A Y in this field indicates that the contract contains special payment instructions for CLINs.

Continued on next page

System Inquiry



Provision Level Special Payment Instruc- tion Inquiry

If an indicator of Y appears in either the BVN-INST-RQD or the PROGPAY-INST-RQD field on the Provisions Data (screen CT5803), this screen, CT5910, is displayed as the next inquiry screen. It displays In-The-Clear remarks if the contract contains special instructions regarding the payment of progress payments or public bureau vouchers (BVNs).

```

CT5910          PROVISION LEVEL SPECIAL PAYMENT INSTRUCTION INQUIRY
CBUD:

      PIIN: F41608 95 C1234   SPIIN:          CAO-ORG-CD: YH  RGS-CD: XXXXXXXX

                                PROGPAY-INST:

      Lot A - 75%  (items 0001-0003)   Lot B - 82%  (items 0004-0005)
      Lot C - 95%  (items 0006-0007).

                                BVN-INST:

      Pay oldest funds first.
  
```

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number (contract number).
SPIIN	Supplemental Procurement Identification Number.

Continued on next page

System Inquiry



Data Element	Description
CAO-ORG-CD	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. See Appendix 2 for valid codes.
RGS-CD	Reading Group Specialist Code. The user ID of the person performing the inquiry.
PROGPAY-INST	Progress Payment Special Payment Instructions. The specific text of the special payment instructions is displayed. This field will accommodate up to 468 characters.
BVN-INST	BVN Special Payment Instructions. The specific text of the special payment instructions is displayed. This field will accommodate up to 468 characters.

Continued on next page

System Inquiry



REMARKS DATA

This inquiry screen (CT5804) displays the existing coded and uncoded remarks for the contract queried.

CT5804	REMARKS DATA		
CBUD:			
PIIN: F19628 93 C0021	SPIIN:	ORG: DB	
ACO-NTBK-IND:			
R1-P-CONTR-PIN:	P-CONTR-SPN:		
UT-NAME:	UT-ADRS:		
R2-FNL-ACPT-DT:	OVRG-DT:		
EST-CLSG-DT:	R2-RSN-CDS:		
R3-FST-SHOW-R3:	R3-RMKS:		
R4-FST-SHOW-R4:	DSFM-RMK:		
R5-RMK: MILSCAP DDM2835 930304			
R6-RMK: FV TO DCAA 27 MAR 96			
R7-RMK:			
R8-RMK:			
FREE:			
STD-ACO-CDD-RMK			
07061290216*****49			

The data element descriptions for this screen follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
ACO-NTBK-IND	ACO Notebook Remarks Indicator. A Y in this field indicates that the ACO has entered notebook remarks on the contract. The ACO Notebook Remarks Inquiry, screen CT5930, will be displayed as the next inquiry screen. An N in this field indicates that there are no ACO notebook remarks on this contract.
R1-P-CONTR-PIN	Prime Contractor PIIN. Used for contracts issued by the Small Business Administration. This field contains the small business's contract number.
P-CONTR-SPN	Prime Contractor SPIIN. Used for contracts issued by the Small Business Administration. This field contains the remainder of the small business number entered above.
UT-NAME	Upper Tier Contractor Name. This field will indicate the city and state of the Small Business Administration issuing the contract.
R2-FNL-ACPT-DT	Final Acceptance Date. System generated field based on movement of the contract to CAR Section 2, indicating the contract is physically complete and all line items have been accepted.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION										
OVRG-DT	<p>Overage Date. This is the date that all closing actions are scheduled for completion (YYMMDD). If all closing actions are not completed by this date, the contract will be considered overage. This is a system generated date computed based on the final acceptance date (FAD) as follows:</p> <table> <tr> <th>If:</th><th>Then Overage Date is:</th></tr> <tr> <td>Fixed price unilateral contract less than \$25,000</td><td>FAD + 3 months</td></tr> <tr> <td>All other fixed price contracts</td><td>FAD + 6 months</td></tr> <tr> <td>All other type contracts</td><td>FAD + 20 months</td></tr> <tr> <td>Cost overhead settlements</td><td>FAD + 36 months</td></tr> </table>	If:	Then Overage Date is:	Fixed price unilateral contract less than \$25,000	FAD + 3 months	All other fixed price contracts	FAD + 6 months	All other type contracts	FAD + 20 months	Cost overhead settlements	FAD + 36 months
If:	Then Overage Date is:										
Fixed price unilateral contract less than \$25,000	FAD + 3 months										
All other fixed price contracts	FAD + 6 months										
All other type contracts	FAD + 20 months										
Cost overhead settlements	FAD + 36 months										
EST-CLSG-DT	<p>Estimated Closing Date. This is an estimated date of when the contract will close if it is expected to be delayed beyond the overage date indicated above.</p>										
R2-RSN-CDS	<p>Record 2 Reason Code(s). Code(s) used to indicate predominant reason contract will not be closed prior to overage date.</p> <table> <tr> <th>CODE</th><th>REASON</th></tr> <tr> <td>A</td><td>Contractor final invoice not submitted</td></tr> <tr> <td>B</td><td>Final acceptance not received</td></tr> </table>	CODE	REASON	A	Contractor final invoice not submitted	B	Final acceptance not received				
CODE	REASON										
A	Contractor final invoice not submitted										
B	Final acceptance not received										

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																														
R2-RSN-CDS (Continued)	<table> <tr> <th>CODE</th><th>REASON</th></tr> <tr> <td>C</td><td>Contractor patent/royalty report not submitted</td></tr> <tr> <td>D</td><td>Patent/royalty clearance required</td></tr> <tr> <td>E</td><td>Contractor submitted final price redetermination proposal</td></tr> <tr> <td>F</td><td>Supplement agreement covering final price redetermination required</td></tr> <tr> <td>G</td><td>Settlement of subcontracts pending</td></tr> <tr> <td>H</td><td>Final audits in process</td></tr> <tr> <td>J</td><td>Disallowed cost pending</td></tr> <tr> <td>K</td><td>Final audit of government property pending</td></tr> <tr> <td>L</td><td>Independent research and development rates pending</td></tr> <tr> <td>M</td><td>Negotiation of overhead rates pending</td></tr> <tr> <td>N</td><td>Awaiting additional funds</td></tr> <tr> <td>P</td><td>Reconciliation with paying office and contractor being accomplished</td></tr> <tr> <td>Q</td><td>Armed Services Board of Contract Appeals case</td></tr> <tr> <td>R</td><td>Public Law 85-804 case</td></tr> </table>	CODE	REASON	C	Contractor patent/royalty report not submitted	D	Patent/royalty clearance required	E	Contractor submitted final price redetermination proposal	F	Supplement agreement covering final price redetermination required	G	Settlement of subcontracts pending	H	Final audits in process	J	Disallowed cost pending	K	Final audit of government property pending	L	Independent research and development rates pending	M	Negotiation of overhead rates pending	N	Awaiting additional funds	P	Reconciliation with paying office and contractor being accomplished	Q	Armed Services Board of Contract Appeals case	R	Public Law 85-804 case
CODE	REASON																														
C	Contractor patent/royalty report not submitted																														
D	Patent/royalty clearance required																														
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G	Settlement of subcontracts pending																														
H	Final audits in process																														
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																						
R2-RSN-CDS (Continued)	<table> <tr> <th>CODE</th><th>REASON</th></tr> <tr> <td>S</td><td>Litigation/investigation pending</td></tr> <tr> <td>T</td><td>Termination in process</td></tr> <tr> <td>U</td><td>Warranty clause action pending</td></tr> <tr> <td>V</td><td>Disposition of government property pending</td></tr> <tr> <td>W</td><td>Contract modification code X pending</td></tr> <tr> <td>X</td><td>Contract release and assignment pending</td></tr> <tr> <td>Y</td><td>Awaiting notice of final payment</td></tr> <tr> <td>Z</td><td>Disposition of classified material pending</td></tr> <tr> <td>6</td><td>Fee withheld</td></tr> <tr> <td>7</td><td>Awaiting removal of excess funds</td></tr> </table>	CODE	REASON	S	Litigation/investigation pending	T	Termination in process	U	Warranty clause action pending	V	Disposition of government property pending	W	Contract modification code X pending	X	Contract release and assignment pending	Y	Awaiting notice of final payment	Z	Disposition of classified material pending	6	Fee withheld	7	Awaiting removal of excess funds
CODE	REASON																						
S	Litigation/investigation pending																						
T	Termination in process																						
U	Warranty clause action pending																						
V	Disposition of government property pending																						
W	Contract modification code X pending																						
X	Contract release and assignment pending																						
Y	Awaiting notice of final payment																						
Z	Disposition of classified material pending																						
6	Fee withheld																						
7	Awaiting removal of excess funds																						
R3-FST-SHOW-R3	Record 3 First Show Date CAR Section 3. This is the date the contract was moved to CAR Section 3, indicating the contract is in litigation and cannot be closed without further action from PCO, ACO, or TCO. YYMMDD format.																						

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																				
R3-RMKS	<p>Record Code 3 Remarks. Code(s) used to indicate reason the contract is in CAR Section 3.</p> <table> <tr> <th>CODE</th><th>REASON</th></tr> <tr> <td>BCA</td><td>Armed Services Board of Contract Appeals (ASBCA) case</td></tr> <tr> <td>TERM-C</td><td>Termination for convenience</td></tr> <tr> <td>PL</td><td>Public Law claim pending</td></tr> <tr> <td>BKRPT</td><td>Bankruptcy</td></tr> <tr> <td>CIL</td><td>Contractor in litigation</td></tr> <tr> <td>CLL</td><td>Under investigation</td></tr> <tr> <td>LLD</td><td>Labor law determination</td></tr> <tr> <td>VE</td><td>Contingent Value Engineering payment</td></tr> <tr> <td>SORP</td><td>Settlement of overhead rates pending</td></tr> </table>	CODE	REASON	BCA	Armed Services Board of Contract Appeals (ASBCA) case	TERM-C	Termination for convenience	PL	Public Law claim pending	BKRPT	Bankruptcy	CIL	Contractor in litigation	CLL	Under investigation	LLD	Labor law determination	VE	Contingent Value Engineering payment	SORP	Settlement of overhead rates pending
CODE	REASON																				
BCA	Armed Services Board of Contract Appeals (ASBCA) case																				
TERM-C	Termination for convenience																				
PL	Public Law claim pending																				
BKRPT	Bankruptcy																				
CIL	Contractor in litigation																				
CLL	Under investigation																				
LLD	Labor law determination																				
VE	Contingent Value Engineering payment																				
SORP	Settlement of overhead rates pending																				
R4-FST-SHOW-R4	<p>Record 4 First Show Date CAR Section 4. This is the date the contract was moved to CAR Section 4, indicating the contract remains open, or has been reopened for financial adjustment.</p>																				
DSFM-RMK	<p>Finance Office Remarks. This is a free form remark entered by the disbursing office explaining the reason the contract is in CAR Section 4.</p>																				

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																								
R5-RMK R6-RMK R7-RMK	A section of unrestricted free form remarks entered by the ACO or disbursing office. Used to explain unique contract administration action.																								
FREE	Free form remark entered by the Production Specialist indicating the reason for late deliveries.																								
STD-ACO-CDD-RMK	<p>Standard ACO Coded Remarks. A code(s) used to indicate the presence of contract clauses and other contract administration requirements.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>01</td><td>Non-DoD reimbursement contract</td></tr> <tr> <td>02</td><td>Patent rights report required</td></tr> <tr> <td>03</td><td>Special tooling report due</td></tr> <tr> <td>04</td><td>Spares provisioning</td></tr> <tr> <td>05</td><td>Quantity options expires</td></tr> <tr> <td>06</td><td>Unpriced order</td></tr> <tr> <td>07</td><td>Duty free entry supplier/services (Reference: FAR 52.225-10)</td></tr> <tr> <td>08</td><td>Demil Clause required for final pay</td></tr> <tr> <td>09</td><td>Terminates for default or convenience</td></tr> <tr> <td>10</td><td>National Industries for the Blind</td></tr> <tr> <td>11</td><td>National Industries for Severely Handicapped</td></tr> </table>	CODE	DESCRIPTION	01	Non-DoD reimbursement contract	02	Patent rights report required	03	Special tooling report due	04	Spares provisioning	05	Quantity options expires	06	Unpriced order	07	Duty free entry supplier/services (Reference: FAR 52.225-10)	08	Demil Clause required for final pay	09	Terminates for default or convenience	10	National Industries for the Blind	11	National Industries for Severely Handicapped
CODE	DESCRIPTION																								
01	Non-DoD reimbursement contract																								
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10	National Industries for the Blind																								
11	National Industries for Severely Handicapped																								

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION	
STD-ACO-CDD-RMK (Continued)	CODE	DESCRIPTION
	12	Federal Prisons Industries
	13	GMSW/FOB Org/Min Size
	14	Data Item Description
	15	Negotiated contract
	16	Date Financial Report required
	17	Prog Rpt DD Form 375 used for contract
	18	Date Next FP1/FPR Quarterly Statement due
	19	Privately Owned US Flag Vessels (Reference: FAR 52.247-64, Alt 1)
	20	Cost Accounting Standards Clause (Reference: FAR 52.230-3, 4)
	21	NASA New Technology Report required
	22	Ocean Vessels will be used (Reference: DFARS 252.247-7203)
	23	Notice of Award - HC required
	24	Undefinitized price - 50% authorized
	25	Foreign Military Sales (Reference: DFARS 252.232-7002)

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION	
STD-ACO-CDD-RMK (Continued)	CODE	DESCRIPTION
	27	SBA (8A) contract
	28	Special test equipment (Reference: FAR 52.245-18)
	29	Data Withholding Clause
	30	Undefinitized price - 75% authorized
	31	Storage agreement
	32	Utilization of Small and Small Disadvantaged Business (References: FAR 52.219-9, 10; DFARS 252.219-7005, 7009)
	35	Neg Overhead Rates Clause (Reference: FAR 52.216-15)
	38	Performance Based Payment (Reference: FAR 52.232-32)
	40	Labor Standards Provisions
	41	Date KR Fac/Rent stmt/pymt due (Reference: FAR 52.245-9)
	42	Negative Preaward Survey
	43	Jewel Bearing Clause (Reference: FAR 52.208-1)
	44	Arms/Ammo/Explosives (Reference: DFARS 252.223-7001 through 7004)

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION	
STD-ACO-CDD-RMK (Continued)	CODE	DESCRIPTION
	48	Commercial Contracts (Reference: FAR 52.232-29, 30, 31)
	49	Limitation of cost or fund clause (Reference: FAR 52.232-20, 21, 22)
	50	Payment assigned debt offset limited
	51	Assignment of claims release
	52	DD Form 250 not required except fast pay
	53	Indefinite delivery contract W/LISSR-CLR
	54	Prime admin (less payment) ODO
	55	Property action completed
	56	Manual close-out required by ACO
	60	Rights in tech data/computer software (Reference: DFARS 252.227-7013)
	61	Restrictive markings on tech data (Reference DFARS 252.227-7018)
	62	Ident of restrictive rights computer software (Reference: DFARS 252.227-7019)
	63	Restrictive marking reviewed by eng

Continued on next page

System Inquiry



ACO Notebook Remarks Inquiry

If the ACO-NTBK-IND field on the Remarks Data (screen CT5804) contains a Y, this screen follows. This screen displays the notebook remarks the ACO has entered for the contract.

CT5930	ACO NOTEBOOK REMARKS INQUIRY		
CBUD:			
PIIN: F41608 95 C1234	SPIIN:	CAO-ORG-CD: YH	RGS-CD: XXXXXXXX
ACO-NTBK-RMKS:			
All invoices against this contract must be certified by the ACO prior to payment.			

The data element descriptions for this screen follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.

Continued on next page

System Inquiry



Data Element	Description
CAO-ORG-CD	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
RGS-CD	Reading Group Specialist Code. The user ID of the person performing the inquiry.
ACO-NTBK-RMKS	ACO Notebook Remarks. The specific text of the ACO Notebook Remarks. The ACO Notebook Remarks are entered solely at the discretion of the ACO for the purpose of informing others of issues regarding the administration of the contract.

Continued on next page

System Inquiry



CCN DATA

This inquiry screen (CT5805) displays data pertaining to contract close-out processing.

CT5805		CCN DATA	
CBUD:			
PIIN: F19628 93 C0021		SPIIN:	ORG: DB
CL-COND-GRP: 3	CL-TIME-GRP: C		
FNL-PAY-DT:	SUB-VCHR-NO:		
CONT-CLS-DT:	CCN-IND: N		
ACTN-DT-NLA:	CCN-IND-R7:		
CCN-CANC-SW:	CCN-NLA-ISS:		
CCN-OVRG14:	CCN-OVRG-Q:		
CCN-IND-PKZ:	CCN-SUS-CDX:		
CCN-IND-PKX:	CCN-IN-PK9:		
CCN-SUS-NLA:	CCN-FUP-ACO:		
CCN-FUP-FCM:	CCN-FUP-FA:		
CCN-INTM-CD:	ACTN-DT-CCN:		

The data element descriptions follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION						
ORG	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. Appendix 2 lists these valid codes.						
CL-COND-GRP	<p>Closing Condition Group. Contracts are automatically assigned a contract closing group status code. The closing groups and issuance of Contract Completion Notices (PK9s) are defined as follows:</p> <table> <tr> <th>Closing Cond Group</th><th>Status</th></tr> <tr> <td>1</td><td>Firm-fixed price unilateral orders under \$10,000 in Part B of the CAR. Contract Completion Notices (PK9s) are issued upon physical completion (movement to CAR Section 2), and when final payment is made (movement to CAR Section 5).</td></tr> <tr> <td>2</td><td>Firm-fixed price contracts less than \$100,000 in CAR Part B. Contract Completion Notices (PK9s) are only issued when final payment is made and the contract moves to CAR Section 5.</td></tr> </table>	Closing Cond Group	Status	1	Firm-fixed price unilateral orders under \$10,000 in Part B of the CAR. Contract Completion Notices (PK9s) are issued upon physical completion (movement to CAR Section 2), and when final payment is made (movement to CAR Section 5).	2	Firm-fixed price contracts less than \$100,000 in CAR Part B. Contract Completion Notices (PK9s) are only issued when final payment is made and the contract moves to CAR Section 5.
Closing Cond Group	Status						
1	Firm-fixed price unilateral orders under \$10,000 in Part B of the CAR. Contract Completion Notices (PK9s) are issued upon physical completion (movement to CAR Section 2), and when final payment is made (movement to CAR Section 5).						
2	Firm-fixed price contracts less than \$100,000 in CAR Part B. Contract Completion Notices (PK9s) are only issued when final payment is made and the contract moves to CAR Section 5.						

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION	
CL-COND-GRP (Continued)	Closing Cond Group	Status
	3	Contract in CAR Part A:
		<ul style="list-style-type: none"> • For cost type contracts, PK9s are issued based upon the processing of the final voucher and the contract moving to CAR Section 5. A deobligation transaction is mechanically generated to remove excess funds. • For CAR Part A contracts, PK9s are issued based upon final payment and ACO certification that all administrative actions have been completed and any excess funds removed. When final payment is made, a Final Pay NLA is issued to the ACO. When ACO certification is received, a PK9 is issued to the Purchasing Office and the contract moved to Section 5. A deobligation transaction is mechanically generated to remove excess funds. Other informational alerts are sent to the ACO before final payment as advice of status of the physically completed contracts to preclude overage conditions.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION										
CL-TIME-GRP	<p>Closing Time Group. Standard time limits set for contract close-out, which are based upon the type of contract.</p> <table> <tr> <th>CODE</th><th>TYPE OF CONTRACT/TIME LIMIT</th></tr> <tr> <td>A</td><td>Fixed price unilateral contracts, face value less than \$25,000/3 months after physical completion</td></tr> <tr> <td>B</td><td>All other fixed price contracts (excluding A above)/6 months after physical completion</td></tr> <tr> <td>C</td><td>Cost reimbursement requiring settlement of overhead rates/36 months after physical completion</td></tr> <tr> <td>D</td><td>All other/20 months after physical completion</td></tr> </table>	CODE	TYPE OF CONTRACT/TIME LIMIT	A	Fixed price unilateral contracts, face value less than \$25,000/3 months after physical completion	B	All other fixed price contracts (excluding A above)/6 months after physical completion	C	Cost reimbursement requiring settlement of overhead rates/36 months after physical completion	D	All other/20 months after physical completion
CODE	TYPE OF CONTRACT/TIME LIMIT										
A	Fixed price unilateral contracts, face value less than \$25,000/3 months after physical completion										
B	All other fixed price contracts (excluding A above)/6 months after physical completion										
C	Cost reimbursement requiring settlement of overhead rates/36 months after physical completion										
D	All other/20 months after physical completion										
FNL-PAY-DT	Final Payment Date. YYMMDD format.										
SUB-VCHR-NO	Final Payment Subvoucher Number.										
CONT-CLS-DT	Contract Closing Date. The date all administration actions were completed. Date contract moved to CAR Section 5.										
CCN-IND	Contract Closing Notice Indicator. One position field indicating the contract is subject to CCN actions.										
ACTN-DT-NLA	Action Date/Notice of Last Action (NLA). The date the last information only PK9 was issued.										

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
CCN-IND-R7	Contract Close-out Indicator R7 Remarks. Indicates final payment processed and awaiting ACO certification.
CCN-CANC-SW	Contract Close-out Cancellation Switch. Indicates a previously issued NLA was canceled and notifications were sent.
CCN-NLA-ISS	Contract Close-out Notice 21-Day Alert Date. Indicates the 21-day Estimated Completion Date Alert was forwarded to ACO.
CCN-OVRG14	Contract Closing Notice Information. The 21-day alert ECD indicator.
CCN-OVRG-Q	Contract Close-out Overage Code. A coded field indicating reason for overage.
CCN-IND-PKZ	Contract Completion Notice Indicator. This field will contain a Y or will be blank. A Y indicates a Contract Closing extension has been received.
CCN-SUS-CDX	Contract Close-out Suspense Code X. Not used.
CCN-IND-PKX	Contract Close-out Notice PKX Indicator. Indicates a PKX was generated.
CCN-IND-PK9	Contract Close-out Notice PK9 Indicator. Indicates a PK9 was generated.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION										
CCN-SUS-NLA	Contract Close-out Notice Suspense NLA. Indicates ACO has placed CCN actions on a 7 day suspense period.										
CCN-FUP-ACO	Contract Close-out Notice ACO Follow-up. Counts the number of times a suspense NLA was referred.										
CCN-FUP-FCM	Not used.										
CCN-FUP-FA	Not used.										
CCN-INTM-CD	Contract Close-out Interim Code. Indicates the type of NLA action. <table border="1"> <thead> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>H</td><td>Transfer</td></tr> <tr> <td>G</td><td>Final pay</td></tr> <tr> <td>F</td><td>Final closing</td></tr> <tr> <td>M</td><td>No NLA</td></tr> </tbody> </table>	CODE	DESCRIPTION	H	Transfer	G	Final pay	F	Final closing	M	No NLA
CODE	DESCRIPTION										
H	Transfer										
G	Final pay										
F	Final closing										
M	No NLA										
ACTN-DT-CCN	Action Date Contract Closing Notice. The date CCN was attempted and/or completed.										

Continued on next page

System Inquiry



ACO Alert Data

This inquiry screen (CT5806) displays the dates on which ACO alerts will be generated for various ACO coded remarks. These alerts indicate action required by the ACO in administration of the contract.

CT5806		ALERT DATA	
CBUD:			
PIIN: F19628 93 C0021		SPIIN:	ORG: DB
DT-ALRT-02: 95 01 25		DT-ALRT-03:	
DT-ALRT-16:		DT-ALRT-18:	
DT-ALRT-21:		DT-ALRT-40:	
DT-ALRT-41:		DT-ALRT-49: 96 04 01	
DT-ALRT-CLS:		ALRT-IND-49: Y	
DT-ALRT-22:			

The data element descriptions for this screen follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
DT-ALRT-02	Alert Date for R9 Remark Code 02 , Patent Rights Report due.
DT-ALRT-03	Alert Date for R9 Remark Code 03 , Special Tooling Report due.
DT-ALRT-16	Alert Date for F9 Remark Code 16 , Quarterly Financial Report due.
DT-ALRT-18	Alert Date for R9 Remark Code 18 , Fixed Price Incentive/Redetermination Quarterly Report due.
DT-ALRT-21	Alert Date for R9 Remark Code 21 , NASA New Technology Report due.
DT-ALRT-40	Alert Date for R9 Remark Code 40 , Quarterly Rental/Lease Report due.
DT-ALRT-41	Alert Date for R9 Remark Code 41 , Quarterly Rental/Lease Report due.
DT-ALRT-49	Alert Date for R9 Remark Code 49 , Limitation on Cost of Funds Report due.
DT-ALRT-CLS	Alert Date for ACO Close-out Report due.
ALERT-IND-49	Y indicates an alert report for R9 Code 49 has been produced. This occurs when 70% of the obligated value of the contract has been disbursed.
DT-ALRT-22	Alert Date for R9 Remark Code 22 , Ocean Vessels Used in Transportation Certification Report due.

Continued on next page

System Inquiry

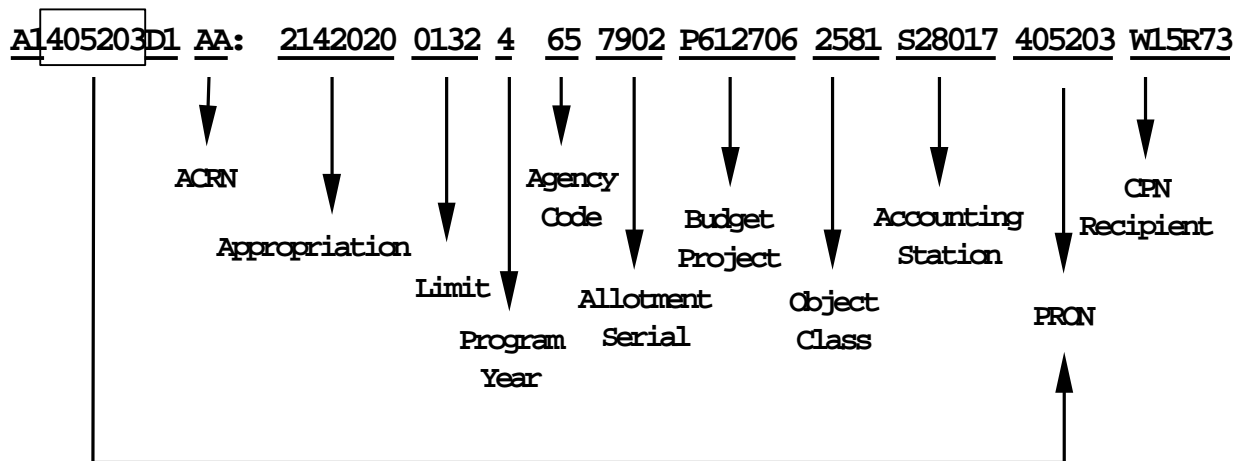


ACCOUNTING DATA INQUIRY All existing accounting data for the contract being inquired are displayed by using this inquiry screen. Each service utilizes a different format for accounting classification data. MOCAS displays this accounting data utilizing separate screens to accommodate these differences. Following is an explanation for each format and the associated screen.

ARMY ACCOUNTING LINE The following is a template for the Army accounting classification data.

Army Line of Accounting

PRON/
DCMRS CD



Continued on next page

System Inquiry



ARMY ACCOUNTING DATA INQUIRY

The following is a sample Army Accounting Data Inquiry screen (CT5811).

```

CT5811                      ACCOUNTING DATA INQUIRY (ARMY)
CBUD:

      PIIN: DAAH01 90 CA025      SPIIN:          ORG: NF
      ACRN: AF                      FD-CD: RF
      LMT-SUBH:                      PGM-YR: 1
      AGCY-CD: 42                    ALOTM-SER: 4300
      BDGT-PROJ: P381302            OBJ-CLS-CD: 2581
      CNTRY-CD:                      PRON:
      ACCTG-STA: S01021              DEPT-CD: 1
                                      CNCLD-FND-IND:
      PAYG-OFC:                      CPN-RECIP: W31P4Q
      NONCELI-PAY:                  FMS-CTRY-CD:
      POSTL-IND:                    DT-LST-ACT: 960813

      OBLIG: 100723.00              ULO: 71000.53
      WIP:                          DISCOUNT:
      QTY-VAR:                      TRANS:
      ADV-PAY:                      LIQ-DMG:
      WITHHOLD:

      DEPRESS 'ENTER' TO VIEW NEXT ACCTG RECORD
  
```

The data element descriptions for the Army Accounting Data Inquiry screen (CT5811) follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. Appendix 2 lists these valid codes.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
ACRN <i>DFARS 204.7107</i>	Accounting Classification Reference Number. This is the control element which relates the long line of accounting data to the detail Line Item Schedule information.
FD-CD <i>DoD 7220.9-M</i>	Fund Code. Identifies the appropriation being charged.
LMT-SUBH <i>DoD 7220.9-M</i>	Limit/Subhead. Provides further breakdown to the appropriation being charged.
PGM-YR <i>DoD 7220.9-M</i>	Program Year. The one position program year as reflected in the accounting classification line.
AGCY-CD <i>DoD 7220.9-M</i>	<p>Operating Agency Code. This code represents the second and third positions of the Army Supplemental Accounting Classification. A two digit code identifying:</p> <ul style="list-style-type: none"> • For special funds, the operating agency issuing the funds; • For open and special allotment funds, the operating agency administering the funds; • For deposit fund transactions, the operating agency under whose jurisdiction the using installation or activity operates; • For reimbursements, the operating agency having jurisdiction over the installation furnishing the goods or services, or the operating agency to which funds were allocated for furnishing the goods or services.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
ALOTM-SER <i>DoD 7220.9-M</i>	Allotment Serial Number. A number up to four digits assigned by an operating agency to identify multiple fund subdivisions within an appropriation or fund. This number is the fourth through seventh positions of the Army Supplemental Accounting Classification.
BDGT-PROJ	Program Element/Budget Project. A seven-position field representing the eighth through fourteenth positions of the Army Supplemental Accounting Classification: <ul style="list-style-type: none">• Major Program. The first position of the field is used to identify the specific program under the five-year defense program.• Subprogram. The second position of the field is used to identify the first subdivision within the program account.• Budget Project. The third through seventh positions of the field are used to represent significant budget structure.
OBJ-CLS-CD <i>DoD 7220.9-M</i>	Element of Expense/Object Class Code. A classification designed to specify the type of resource being employed or consumed. A four digit number which is shown on accounting documents following the program element/budget project, separated by a hyphen. The first two positions (summary level) identify the object class codes used for reporting object classes to the Office of Management and Budget (OMB) and Treasury Department. The last two positions are detailed breakouts of the object class. This code represents the 15th through 18th positions of the Army Supplemental Accounting Classification.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
CNTRY-CD <i>DoD 7220.9-M</i>	Country Code. This two position alpha code identifies a geographical area, a country, an island or a group of islands and/or possessions. The country code will follow the fiscal station number. This code represents the 19th and 20th positions of the Army Supplemental Accounting Classification.
PRON <i>DoD 7220.9-M</i>	Procurement Request/Order Number. A classification designed for all cost reimbursable type contracts, and those fixed priced type contracts for which progress or advance payments are authorized. This code represents the 23rd through 28th positions of the Army Supplemental Accounting Classification.
ACCTG-STA <i>DoD 7220.9-M</i>	Fiscal Station Number. A classification designed to specify the installation/station responsible for maintaining the funds to be charged or credited with the transaction. This is a five-digit number preceded with the letter S and is shown on accounting documents following the element of expense classification. Represents the 21st and 22nd positions of the Army Supplemental Accounting Classification.
DEPT-CD <i>DoD 7220.9-M</i>	Department Code. The Army department code shown was generated as follows: if the PMT-CURRENCY in the Provisions Data is C, a 5 is generated; otherwise, a 1 is generated.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																
CNCLD-FND-IND	<p>Canceled Funds Indicator. An alpha character in this field indicates that the appropriation on this ACRN has been canceled and the remaining funds can only be adjusted -- not disbursed. Each alpha represents the specific year that the funds canceled.</p> <table> <tr> <th>Alpha</th><th>Represents</th></tr> <tr> <td>A</td><td>FY93</td></tr> <tr> <td>B</td><td>FY94</td></tr> <tr> <td>C</td><td>FY95</td></tr> <tr> <td>D</td><td>FY96</td></tr> <tr> <td>E</td><td>FY97</td></tr> <tr> <td>F</td><td>FY98</td></tr> <tr> <td>G</td><td>FY99</td></tr> </table>	Alpha	Represents	A	FY93	B	FY94	C	FY95	D	FY96	E	FY97	F	FY98	G	FY99
Alpha	Represents																
A	FY93																
B	FY94																
C	FY95																
D	FY96																
E	FY97																
F	FY98																
G	FY99																
PAYG-OFC <i>DoD 7220.9-M</i>	<p>Paying Office. The DoDAAD code of the disbursing office. Appendix A contains a list of valid codes.</p>																
CPN-RECIP <i>DoD 7220.9-M</i>	<p>Contract Payment Notice (CPN) Recipient. The DoDAAD code of the accounting station to which the CPN is being sent.</p>																
NONCELI-PAY <i>DoD 7220.9-M</i>	<p>Non-CLIN/ELIN Provisions. A code indicating the contract contains requirements not directly involving performance on the supply line items but for which the contractor may be reimbursed or the government may collect.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>A</td><td>Packaging/handling</td></tr> <tr> <td>B</td><td>Reusable containers</td></tr> <tr> <td>C</td><td>State/local taxes</td></tr> <tr> <td>D</td><td>Royalty</td></tr> <tr> <td>E</td><td>Minimum guarantee</td></tr> </table>	CODE	DESCRIPTION	A	Packaging/handling	B	Reusable containers	C	State/local taxes	D	Royalty	E	Minimum guarantee				
CODE	DESCRIPTION																
A	Packaging/handling																
B	Reusable containers																
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D	Royalty																
E	Minimum guarantee																

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																
NONCELI-PAY (Cont)	<table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>H</td><td>Special tooling</td></tr> <tr> <td>J</td><td>Value engineering</td></tr> <tr> <td>K</td><td>Termination charges</td></tr> <tr> <td>L</td><td>Escalation clauses</td></tr> <tr> <td>M</td><td>Price redeterminations</td></tr> <tr> <td>T</td><td>Transportation charges</td></tr> <tr> <td>Z</td><td>Other lump sum settlements</td></tr> </table>	CODE	DESCRIPTION	H	Special tooling	J	Value engineering	K	Termination charges	L	Escalation clauses	M	Price redeterminations	T	Transportation charges	Z	Other lump sum settlements
CODE	DESCRIPTION																
H	Special tooling																
J	Value engineering																
K	Termination charges																
L	Escalation clauses																
M	Price redeterminations																
T	Transportation charges																
Z	Other lump sum settlements																
FMS-CNTRY-CD <i>DoD 7220.9-M</i>	Foreign Military Sales (FMS) Country Code. A two-character FMS country code.																
POSTL-IND <i>DoD 7220.9-M</i>	Transaction Code/Postal Indicator. A code which indicates the type of transportation charges which have been authorized. If parcel post or other transportation is obligated for, this field will be coded TT.																
DT-LST-ACT	Date of Last Action. The date of the last transaction concerning changes to the accounting classification or obligation amounts.																
OBLIG <i>DoD 7220.9-M</i>	Obligated Amount. The amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.																
ULO	Unliquidated Dollar Value. The total dollar value obligated less the total dollar amount disbursed for this ACRN.																
WIP	Unliquidated Work-In-Progress (WIP) Payments. Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification/ACRN.																

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
DISCOUNT	Discount. The dollar value deducted from an account because of prompt payment.
QTY-VAR	Quantity Variance Amount. The amount disbursed for an overshipment of an item charged to this accounting classification/ACRN.
TRANS	Transportation. The amount disbursed for transportation charges for this accounting classification (ACRN).
ADV-PAY	Unliquidated Advance Payments. An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	Liquidated Damage Amount. An amount which reflects the amount collected toward liquidated damages charges.
WITHHOLD	The current total amount of the withholds on this ACRN.

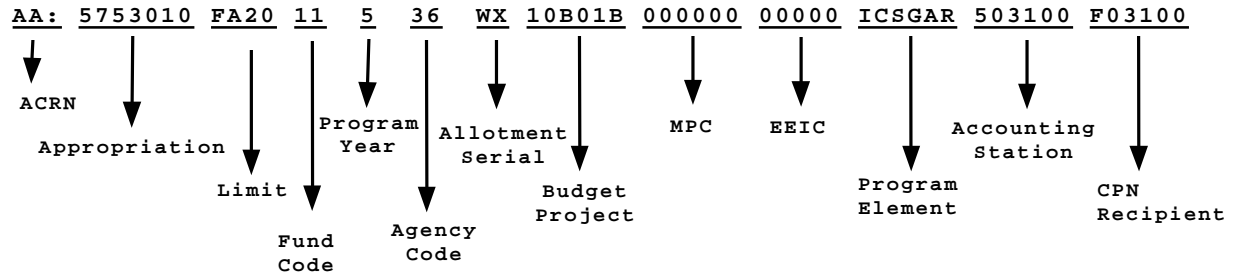
Continued on next page

System Inquiry



AIR FORCE ACCOUNTING LINE The following is a template for the Air Force accounting classification data.

Air Force Line of Accounting



AIR FORCE ACCOUNTING DATA INQUIRY The following is a sample of the Air Force Accounting Data Inquiry screen (CT5812).

CT5812		ACCOUNTING DATA INQUIRY (AIR FORCE)	
CBUD:			
PIIN: F19628 93 C0032		SPIIN: ORG: DH	
ACRN: AA		FD-CD: 17	
LMT-SUBH:		PGM-YR: 2	
AGCY-CD: 36		AL-SER-BDGT: 50	
BDGT-PROJ: 835201		MIL-PGM-CD: 010200	
EL-XPNS-INV: 00000		PGM-EL: 33601F	
ACCTG-STA: 678100		DEPT-CD: 2	
		CNCLD-FND-IND:	
PAYG-OFC:		CPN-RECIP: F78100	
NONCELI-PAY:		FMS-CTRY-CD:	
POSTL-IND:		DT-LST-ACT: 960617	
OBLIG: 71690742.20		ULO: 15627007.16	
WIP: 5484250.25-		DISCOUNT:	
QTY-VAR:		TRANS: 229.53	
ADV-PAY:		LIQ-DMG:	
WITHHOLD:			
DEPRESS 'ENTER' TO VIEW NEXT ACCTG RECORD			

Continued on next page

System Inquiry



The data element descriptions for the Air Force Accounting Data Inquiry screen (CT5812) follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
ACRN <i>DFARS 204.7107</i>	Accounting Classification Reference Number. This is the control element which relates the long line of accounting data to the detail Line Item Schedule information.
FD-CD <i>DoD 7220.9-M</i>	Fund Code. Identifies the appropriation being charged.
LMT-SUBH <i>DoD 7220.9-M</i>	Limit/Subhead. Provides breakdown of a receipt, appropriation or fund account for a specified purpose.
PGM-YR <i>DoD 7220.9-M</i>	Program Year. The appropriate one-position program year as reflected in the accounting classification line.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
AGCY-CD <i>DoD 7220.9-M</i>	Operating Agency Code. A two-digit code represents the Air Force operating agency to which funds are allocated. This code represents the fourth through fifth positions of the Air Force Supplemental Accounting Classification.
AL-SER-BDGT <i>DoD 7220.9-M</i>	Allotment Serial Number. A two-position code assigned by the operating agency to identify the activity to which funds are issued. This number represents the sixth and seventh positions of the Air Force Supplemental Accounting Classification.
BDGT-PROJ <i>DoD 7220.9-M</i>	Budget Program Activity Code (BPAC). A six position alphanumeric code established for a classification below appropriation level to identify major budget programs and activities. It is applicable for procurement and RDT&E appropriations. The budget project represents the eighth through thirteenth positions of the Air Force Supplemental Accounting Classification.
MIL-PGM-CD <i>DoD 7220.9-M</i>	Material Program Code (MPC). A four-position code to identify major elements of weapon systems. These codes apply to the procurement appropriations and are used in those appropriations with the budget program activity code (BDGT-PROJ). This field represents the 14th through 19th positions of the Air Force Supplemental Accounting Classification.
EL-XPNS-INV <i>DoD 7220.9-M</i>	Element of Expense/Investment Code. This field identifies the nature of services and items acquired for immediate consumption (expenses) or capitalization (investments). They provide information to facilitate financial management and budget preparation. This code represents the 20th through 24th positions of the Air Force Supplemental Accounting Classification.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION						
PGM-EL <i>DoD 7220.9-M</i>	Program Element. This code identifies subdivisions of program and cost data related to weapon systems or support functions in the Air Force Financial program. It is a six-position code used in connection with the accounting system for operations. This field represents the 25th through 30th positions of the Air Force Supplemental Accounting Classification.						
ACCTG-STA <i>DoD 7220.9-M</i>	Accounting Station. A six-position code assigned to identify principal Account and Finance Offices (AFOs) accounting and disbursing agent office and accounting agent offices. This field represents the 31st through 36th positions of the Air Force Supplemental Accounting Classification.						
DEPT-CD <i>DoD 7220.9-M</i>	Department Code. The Air Force department code shown was generated as follows: if the PMT-CURRENCY in the Provisions Data is C, a 6 is generated; otherwise, a 2 is generated.						
PAYG-OFC <i>DoD 7220.9-M</i>	Paying Office. The DoDAAD code of the disbursing office. Appendix A contains a list of valid codes.						
CNCLD-FND-IND	<p>Canceled Funds Indicator. An alpha character in this field indicates that the appropriation on this ACRN has been canceled and the remaining funds can only be adjusted -- not disbursed. Each alpha represents the specific year that the funds canceled.</p> <table border="1"> <thead> <tr> <th>Alpha</th><th>Represents</th></tr> </thead> <tbody> <tr> <td>A</td><td>FY93</td></tr> <tr> <td>B</td><td>FY94</td></tr> </tbody> </table>	Alpha	Represents	A	FY93	B	FY94
Alpha	Represents						
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																
CNCLD-FND-IND (Continued)	<table> <tr> <th>Alpha</th><th>Represents</th></tr> <tr> <td>C</td><td>FY95</td></tr> <tr> <td>D</td><td>FY96</td></tr> <tr> <td>E</td><td>FY97</td></tr> <tr> <td>F</td><td>FY98</td></tr> <tr> <td>G</td><td>FY99</td></tr> </table>	Alpha	Represents	C	FY95	D	FY96	E	FY97	F	FY98	G	FY99				
Alpha	Represents																
C	FY95																
D	FY96																
E	FY97																
F	FY98																
G	FY99																
CPN-RECIP <i>DoD 7220.9-M</i>	Contract Payment Notice (CPN) Recipient. The CPN recipient is the DoDAAD code of the accounting station to which the CPN is being sent.																
NONCELI-PAY <i>DoD 7220.9-M</i>	<p>Non-CLIN/ELIN Provisions. A code which indicates the contract contains requirements not directly involving performance on the supply line items but for which the contractor may be reimbursed or the government may collect.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>A</td><td>Packaging/handling</td></tr> <tr> <td>B</td><td>Reusable containers</td></tr> <tr> <td>C</td><td>State/local taxes</td></tr> <tr> <td>D</td><td>Royalty</td></tr> <tr> <td>E</td><td>Minimum guarantee</td></tr> <tr> <td>H</td><td>Special tooling</td></tr> <tr> <td>J</td><td>Value engineering</td></tr> </table>	CODE	DESCRIPTION	A	Packaging/handling	B	Reusable containers	C	State/local taxes	D	Royalty	E	Minimum guarantee	H	Special tooling	J	Value engineering
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION												
NONCELI-PAY (Continued)	<table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>K</td><td>Termination charges</td></tr> <tr> <td>L</td><td>Escalation clauses</td></tr> <tr> <td>M</td><td>Price redeterminations</td></tr> <tr> <td>T</td><td>Transportation charges</td></tr> <tr> <td>Z</td><td>Other lump sum settlements</td></tr> </table>	CODE	DESCRIPTION	K	Termination charges	L	Escalation clauses	M	Price redeterminations	T	Transportation charges	Z	Other lump sum settlements
CODE	DESCRIPTION												
K	Termination charges												
L	Escalation clauses												
M	Price redeterminations												
T	Transportation charges												
Z	Other lump sum settlements												
FMS-CNTRY-CD <i>DoD 7220.9-14</i>	Foreign Military Sales (FMS) Country Code. A two-character FMS country code.												
POSTL-IND <i>DoD 7220.9-M</i>	Transaction Code/Postal Indicator. A code which indicates the type of transportation charges which have been authorized. If parcel post or other transportation is obligated for, this field will be coded TT.												
DT-LST-ACT	Date of Last Action. The date of the last transaction concerning changes to the accounting classification or obligation amounts.												
OBLIG <i>DoD 7220.9-M</i>	Obligated Amount. The amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.												
ULO	Unliquidated Dollar Value. The total dollar value obligated less the total dollar amount disbursed for this ACRN.												

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
WIP	Unliquidated Work-In-Progress (WIP) Payments. Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification/ACRN.
DISCOUNT	Discount. The dollar value deducted from an account because of prompt payment.
QTY-VAR	Quantity Variance Amount. The amount disbursed for an overshipment of an item charged to this accounting classification/ACRN.
TRANS	Transportation. The amount disbursed for transportation charges for this accounting classification (ACRN).
ADV-PAY	Unliquidated Advance Payments. An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	Liquidated Damage Amount. An amount which reflects the amount collected toward liquidated damages charges.
WITHHOLD	The current total amount of the withholds on this ACRN.

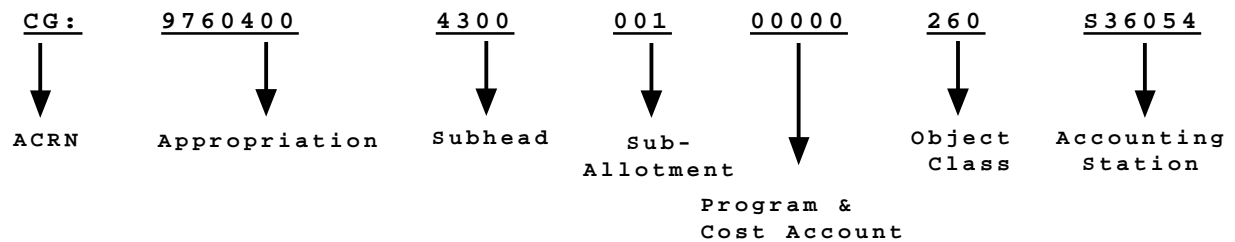
Continued on next page

System Inquiry



DLA The following is a template for the DLA accounting
ACCOUNTING classification data.
LINE

DLA Line of Accounting



DLA The following is a sample of the DLA Accounting Data
ACCOUNTING Inquiry screen (CT5813).
DATA
INQUIRY

CT5813		ACCOUNTING DATA INQUIRY (DLA)	
CBUD:			
PIIN: DAAH01 90 CA025		SPIIN: ORG: NF	
ACRN: BD		FD-CD: QJ	
LMT-SUBH: 4479		SUB-ALOTM: 140	
PGM-GST-ACCT: 00000		OBJ-CLS-CD: 258	
CNTRY-CD:		ACCTG-STA: S01021	
		DEPT-CD: 3	
		CNCLD-FND-IND:	
PAYG-OFC:		CPN-RECIP: W31P4Q	
NONCELI-PAY:		FMS-CTRY-CD:	
POSTL-IND:		DT-LST-ACT: 950831	
OBLIG: 131161.00		ULO: 129401.42	
WIP:		DISCOUNT:	
QTY-VAR:		TRANS:	
ADV-PAY:		LIQ-DMG:	
WITHHOLD:			
DEPRESS 'ENTER' TO VIEW NEXT ACCTG RECORD			

Continued on next page

System Inquiry



The data element descriptions for the DLA Accounting Data Inquiry screen (CT5813) follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
ACRN <i>DFARS 204.7107</i>	Accounting Classification Reference Number. This is the control element which relates the long line of accounting data to the detail Line Item Schedule information.
FD-CD <i>DoD 7220.9-M</i>	Fund Code. Identifies the appropriation being charged.
LMT-SUBH	Limit/Subhead. This field is a breakdown of a receipt, appropriation or fund account for a specified purpose.
SUB-ALOTM <i>DoD 7220.9-M</i>	Allotment/Suballotment. This element is a three-position field for DDS/DLA fund cites. Represents the second through fourth positions of the DLA Supplemental Accounting Classification.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
PGM-CST-ACCT <i>DoD 7220.9-M</i>	<p>Program and Cost Account Number. This is a five-position field consisting of:</p> <ul style="list-style-type: none"> • Program number. A three-digit number which identifies the budget program or the project/subproject accounts there under; • Cost account number. A two-digit number identifying the lowest functional level within the program or project/subproject for which costs are required. <p>This code represents the sixth through tenth positions of the OSD/DLA Supplemental Accounting Classification.</p>
OBJ-CLS-CD <i>DoD 7220.9-M</i>	<p>Object Class Code. An alphanumeric classification of financial transactions according to the nature of the services or supplies, equipment or other assets procured. This code is the 12th through 14th positions of the OSD/DLA Supplemental Accounting Classification.</p>
CNTRY-CD	<p>Country Code. This two-position alpha code identifies a geographical area, a country, an island or a group of islands and/or possessions. This code represents the 19th and 20th positions of the DLA Supplemental Accounting Classification.</p>
ACCTG-STA <i>DoD 7220.9-M</i>	<p>Fiscal Accounting Station Number. This element identifies the activity (office) which performs the financial accounting functions relative to appropriations made available by HQ DLA.</p>

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																
DEPT-CD DoD 7220.9-M	<p>Department Code. The DLA department code shown was generated as follows: if the PMT-CURRENCY in the Provisions Data is C, a 7 is generated; otherwise, a 3 is generated.</p>																
CNCLD-FND-IND	<p>Canceled Funds Indicator. An alpha character in this field indicates that the appropriation on this ACRN has been canceled and the remaining funds can only be adjusted -- not disbursed. Each alpha represents the specific year that the funds canceled.</p> <table border="1"> <thead> <tr> <th>Alpha</th><th>Represents</th></tr> </thead> <tbody> <tr> <td>A</td><td>FY93</td></tr> <tr> <td>B</td><td>FY94</td></tr> <tr> <td>C</td><td>FY95</td></tr> <tr> <td>D</td><td>FY96</td></tr> <tr> <td>E</td><td>FY97</td></tr> <tr> <td>F</td><td>FY98</td></tr> <tr> <td>G</td><td>FY99</td></tr> </tbody> </table>	Alpha	Represents	A	FY93	B	FY94	C	FY95	D	FY96	E	FY97	F	FY98	G	FY99
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D	FY96																
E	FY97																
F	FY98																
G	FY99																
PAYG-OFC	<p>Paying Office. The DoDAAD code of the disbursing office. Appendix A contains a list of valid codes.</p>																
CPN-RECIP DoD 7220.9-M	<p>Contract Payment Notice (CPN) Recipient. The CPN recipient is the DoDAAD code of the accounting station to which the CPN is being sent.</p>																

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																										
NONCELI-PAY <i>DoD 7220.9-M</i>	<p>Non-CLIN/ELIN Provisions. A code which indicates the contract contains requirements not directly involving performance on the supply line items but for which the contractor may be reimbursed or the government may collect.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>A</td><td>Packaging/handling</td></tr> <tr> <td>B</td><td>Reusable containers</td></tr> <tr> <td>C</td><td>State/local taxes</td></tr> <tr> <td>D</td><td>Royalty</td></tr> <tr> <td>E</td><td>Minimum guarantee</td></tr> <tr> <td>H</td><td>Special tooling</td></tr> <tr> <td>J</td><td>Value engineering</td></tr> <tr> <td>K</td><td>Termination charges</td></tr> <tr> <td>L</td><td>Escalation clauses</td></tr> <tr> <td>M</td><td>Price redeterminations</td></tr> <tr> <td>T</td><td>Transportation charges</td></tr> <tr> <td>Z</td><td>Other lump sum settlements</td></tr> </table>	CODE	DESCRIPTION	A	Packaging/handling	B	Reusable containers	C	State/local taxes	D	Royalty	E	Minimum guarantee	H	Special tooling	J	Value engineering	K	Termination charges	L	Escalation clauses	M	Price redeterminations	T	Transportation charges	Z	Other lump sum settlements
CODE	DESCRIPTION																										
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FMS-CNTRY-CD <i>DoD 7220.9-M</i>	<p>Foreign Military Sales (FMS) Country Code. A two character FMS country code.</p>																										

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
POSTL-IND <i>DoD 7220.9-M</i>	Transaction Code/Postal Indicator. A code which indicates the type of transportation charges which have been authorized. If parcel post or other transportation is obligated for, this field will be coded TT.
DT-LST-ACT	Date of Last Action. The date of the last transaction concerning changes to the accounting classification or obligation amounts.
OBLIG <i>DoD 7220.9-M</i>	Obligated Amount. The amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
ULO	Unliquidated Dollar Value. The total dollar value obligated less the total dollar amount disbursed for this ACRN.
WIP	Unliquidated Work-In-Progress (WIP) Payments. Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification/ACRN.
DISCOUNT	Discount. The dollar value deducted from an account because of prompt payment.
QTY-VAR	Quantity Variance Amount. The amount disbursed for an overshipment of an item charged to this accounting classification/ACRN.
TRANS	Transportation. The amount disbursed for transportation charges for this accounting classification (ACRN).

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
ADV-PAY	Unliquidated Advance Payments. An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	Liquidated Damage Amount. An amount which reflects the amount collected toward liquidated damages charges.
WITHHOLD	The current total amount of the withholds on this ACRN.

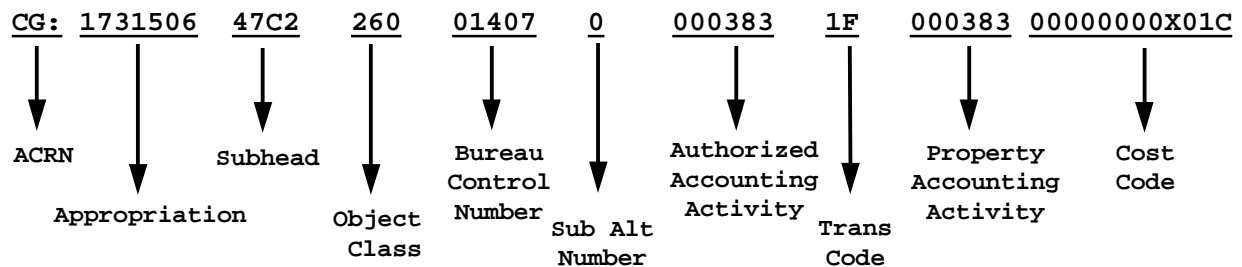
Continued on next page

System Inquiry



NAVY The following is a template for the Navy accounting
ACCOUNTING classification data.
LINE

Navy Line of Accounting



NAVY The following is a sample of the Navy Accounting
ACCOUNTING Data Inquiry screen (CT5814).
DATA
INQUIRY

```
CT5814                      ACCOUNTING DATA INQUIRY (NAVY)
CBUD:
      PIIN: N00019 80 C0147   SPIIN:          ORG: GB
      ACRN: AB                FD-CD: ML
      LMT-SUBH: 45CY          OBJ-CLS-CD: 031
      BUR-CTL-NO: AQA11       SUB-ALOTM: 0
      ACCTG-ACTY: 068342      PROPTY-ACTY: 000000
      COST-CD: 115844000100   DEPT-CD: 4
                                TRX-CD-NAVY-SV: 2C
                                CNCLD-FND-IND:
      PAYG-OFC:                CPN-RECIP:
      NONCELI-PAY:             FMS-CTRY-CD:
      POSTL-IND:                DT-LST-ACT: 940124
                                OBLIG: 102000.00      ULO: 1253.00
                                WIP:
                                QTY-VAR:
                                ADV-PAY:
                                WITHHOLD:
                                DISCOUNT:
                                TRANS:
                                LIQ-DMG:
                                DEPRESS 'ENTER' TO VIEW NEXT ACCTG RECORD
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Continued on next page

System Inquiry



The data element descriptions for the Navy Accounting Data Inquiry screen (CT5814) follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
ACRN <i>DFARS 204.7107</i>	Accounting Classification Reference Number. This is the control element which relates the long line of accounting data to the detail Line Item Schedule information.
FD-CD <i>DoD 7220.9-M</i>	Fund Code. Identifies the appropriation being charged.
LMT-SUBH <i>DoD 7220.9-M</i>	Limit/Subhead. This field is a breakdown of a receipt, appropriation or fund account for a specified purpose.
OBJ-CLS-CD <i>DoD 7220.9-M</i>	Object Class Code. An alphanumeric classification or financial transaction according to the nature of the services, supplies, equipment or other assets procured. The object class normally requires two digits; however, IBOP requires three.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
BUR-CTL-NO <i>DoD 7220.9-M</i>	Bureau Control Number. This code represents an allotment authorization number. This code represents the 4th through 8th positions of the Navy Supplemental Accounting Classification.
SUB-ALOTM <i>DoD 7220.9-M</i>	Suballotment/Operating Budget Subdivision. A one position alphanumeric component of the Navy Supplemental Accounting Classification which is used to control budgets or allotments that are issued by major activities to subactivities.
ACCTG-ACTY <i>DoD 7220.9-M</i>	Authorization Accounting Activity. The activity designated to perform accounting for an allotment, or when a suballotment is involved, for the suballotment. The activity will be identified by the unit identification code assigned to the activity. This field represents the 10th through 15th positions of the Navy Supplemental Accounting Classification.
PROPTY-ACTY <i>DoD 7220.9-M</i>	Property Accounting Activity Code. This field is used to identify stores accounts; plant property accounts; travel order identifications; fleet and security assistance program requisitions; research, development, test and evaluation; Navy stock fund budget project; and military personnel, Navy subsistence-in-kind program. This code represents the 18th through 23rd positions of the Navy Supplemental Accounting Classification.
COST-CD <i>DoD 7220.9-M</i>	Cost Code. The source of any information needed for the preparation of reports that require details beneath the level identified in the remainder of the accounting classification code or for which shortened coding is desired. This code represents the 24th through 35th positions of the Navy Supplemental Accounting Classification.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																
DEPT-CD <i>DoD 7220.9-M</i>	Department Code. The Navy department code shown was generated as follows: if the PMT-CURRENCY in the Provisions Data is C, a 8 is generated; otherwise, a 4 is generated.																
TRX-CD-NAVY-SV	Transaction Type Code Navy. The transaction code reflected in the accounting data line which defines and classifies the transactions.																
CNCLD-FND-IND	Canceled Funds Indicator. An alpha character in this field indicates that the appropriation on this ACRN has been canceled and the remaining funds can only be adjusted -- not disbursed. Each alpha represents the specific year that the funds canceled. <table border="1"> <thead> <tr> <th>Alpha</th><th>Represents</th></tr> </thead> <tbody> <tr> <td>A</td><td>FY93</td></tr> <tr> <td>B</td><td>FY94</td></tr> <tr> <td>C</td><td>FY95</td></tr> <tr> <td>D</td><td>FY96</td></tr> <tr> <td>E</td><td>FY97</td></tr> <tr> <td>F</td><td>FY98</td></tr> <tr> <td>G</td><td>FY99</td></tr> </tbody> </table>	Alpha	Represents	A	FY93	B	FY94	C	FY95	D	FY96	E	FY97	F	FY98	G	FY99
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PAYG-OFC <i>DoD 7220.9-M</i>	Paying Office. The DoDAAD code of the disbursing office. Appendix A contains a list of valid codes.																

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																										
CPN-RECIP <i>DoD 7220.9-M</i>	Contract Payment Notice (CPN) Recipient. The CPN recipient is the DoDAAD code of the accounting station to which the CPN is being sent.																										
NONCELI-PAY <i>DoD 7220.9-M</i>	<p>Non-CLIN/ELIN Provisions. A code which indicates the contract contains requirements not directly involving performance on the supply line items but for which the contractor may be reimbursed or the government may collect.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>A</td><td>Packaging/handling</td></tr> <tr> <td>B</td><td>Reusable containers</td></tr> <tr> <td>C</td><td>State/local taxes</td></tr> <tr> <td>D</td><td>Royalty</td></tr> <tr> <td>E</td><td>Minimum guarantee</td></tr> <tr> <td>H</td><td>Special tooling</td></tr> <tr> <td>J</td><td>Value engineering</td></tr> <tr> <td>K</td><td>Termination charges</td></tr> <tr> <td>L</td><td>Escalation clauses</td></tr> <tr> <td>M</td><td>Price redeterminations</td></tr> <tr> <td>T</td><td>Transportation charges</td></tr> <tr> <td>Z</td><td>Other lump sum settlements</td></tr> </table>	CODE	DESCRIPTION	A	Packaging/handling	B	Reusable containers	C	State/local taxes	D	Royalty	E	Minimum guarantee	H	Special tooling	J	Value engineering	K	Termination charges	L	Escalation clauses	M	Price redeterminations	T	Transportation charges	Z	Other lump sum settlements
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
FMS-CNTRY-CD <i>DoD 7220.9-M</i>	Foreign Military Sales (FMS) Country Code. A two-character FMS country code.
POSTL-IND <i>DoD 7220.9-M</i>	Transaction Code/Postal Indicator. A code which indicates the type of transportation charges which have been authorized. If parcel post or other transportation is obligated for, this field will be coded TT.
DT-LST-ACT	Date of Last Action. The date of the last transaction concerning changes to the accounting classification or obligation amounts.
OBLIG <i>DoD 7220.9-M</i>	Obligated Amount. The amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
ULO	Unliquidated Dollar Value. The total dollar value obligated less the total dollar amount disbursed for this ACRN.
WIP	Unliquidated Work-In-Progress (WIP) Payments. Reflects the total unrecouped WIP payment made to the contractor or subcontractor for this accounting classification/ACRN.
DISCOUNT	Discount. The dollar value deducted from an account because of prompt payment.
QTY-VAR	Quantity Variance Amount. The amount disbursed for an overshipment of an item charged to this accounting classification/ACRN.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
TRANS	Transportation. The amount disbursed for transportation charges for this accounting classification (ACRN).
ADV-PAY	Unliquidated Advance Payments. An amount which reflects the total unrecouped advance payments made for this accounting classification.
LIQ-DMG	Liquidated Damage Amount. An amount which reflects the amount collected toward liquidated damages charges.
WITHHOLD	The current total amount of the withholds on this ACRN.

Continued on next page

System Inquiry



LINE ITEM DATA INQUIRY

This screen (CT5821) displays all relevant data applicable to each CLIN/ELIN contained in the contract.

CT5821			LINE ITEM DATA INQUIRY		
CBUD:					
PIIN: DAAH01 90 CA025		SPIIN:		ORG: NF	
CLIN: 0001		DT-LST-ACT: 95 06 07			
ORD-QTY: 1		QTY-SHPD: 1			
QTY-ACPT:		QTY-SCHED: 1			
UNIT-PRIC: 33759.00000		TOT-ITM-AMT: 33759.00			
DEL-MTH-IND: 0		DEL-MTH-SHP:			
DEL-MTH-SCH:		NOUN: RESEARCH			
NSN: N					
PARTNO:					
DELQTCY-DT:		ACT-FRST-AR:		SVC-CMPL-DT:	
SPN-REC:		SCHED-IND:		ACRN: AA	
PRCH-UNIT: EA		QT-PC-OVR:		QT-PC-UND:	
WHLD-CD:		LQ-DAMG-IND:		FIN-ACTN-CD: 4	
PCMT-QLTY: D		ACPT-SITE: D		FOB-SITE: D	
INS-ACPT-CD: DD		DISCNT-IND: N		CAO-ORG-CD: NF	
		DAYS-FOR-ACCPT:		SPCL-PAY-RQD: N	

The data element descriptions for this screen follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
CLIN DFARS 204.71	Contract Line Item/Exhibit Line Item Number. This field may refer to the contract line item number, subline item number, exhibit line item or exhibit-subline item number which require DD Forms 250.
DT-LST-ACT	Date of Last Action. Date (YYMMDD) the last maintenance activity was processed against this line item.
ORD-QTY DFARS 204.71	Order Quantity. This field represents the quantity on order for a given CLIN or ELIN. When the quantity is unknown, a U will appear in this field. When the line item in the contract references an exhibit or service, a N will appear in this field.
QTY-SHPD	Total Quantity Shipped. The total quantity shipped to date by the contractor for this line item.
QTY-ACPT	Total Quantity Accepted. The total quantity accepted to date by the government for this line item.
QTY-SCHED	Past Due Quantity Scheduled. The total quantity scheduled that had become due for this line item.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION										
UNIT-PRIC DFARS 204.7103-1	<p>Unit Price. The cost of each item ordered or received. An E displayed to the right of the unit price indicates an estimated unit price. If the unit price is unavailable or special conditions exist, the following entries may appear in this field.</p> <table> <tr> <th>ENTRY</th><th>DESCRIPTION</th></tr> <tr> <td>U</td><td>The unit price is unavailable but is expected to be furnished at a later date</td></tr> <tr> <td>N</td><td>The unit price is not applicable because line item is for other than fixed price service</td></tr> <tr> <td>C</td><td>The subline or exhibit subline is Not Separately Priced (NSP) and the unit price for this item is included in the unit price of another related line item</td></tr> <tr> <td>9</td><td>The unit price exceeds \$10 million dollars or has a fraction of a dollar in excess of mils (4 decimal places)</td></tr> </table>	ENTRY	DESCRIPTION	U	The unit price is unavailable but is expected to be furnished at a later date	N	The unit price is not applicable because line item is for other than fixed price service	C	The subline or exhibit subline is Not Separately Priced (NSP) and the unit price for this item is included in the unit price of another related line item	9	The unit price exceeds \$10 million dollars or has a fraction of a dollar in excess of mils (4 decimal places)
ENTRY	DESCRIPTION										
U	The unit price is unavailable but is expected to be furnished at a later date										
N	The unit price is not applicable because line item is for other than fixed price service										
C	The subline or exhibit subline is Not Separately Priced (NSP) and the unit price for this item is included in the unit price of another related line item										
9	The unit price exceeds \$10 million dollars or has a fraction of a dollar in excess of mils (4 decimal places)										
TOT-ITM-AMT DFARS 204.71	<p>Total Item Amount. If the ORD-QTY field is U or N and/or the UNIT-PRIC field is U, N, or C, this field will show an N. Otherwise, the field is system generated by multiplying the ORD-QTY times the UNIT-PRIC. An E to the right of the field indicates an estimated amount.</p>										
DEL-MTH-IND	<p>Delinquent Month Indicator. Reflects the number of months the line item has been in a delinquent status.</p>										

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
DEL-MTH-SHP	Delinquent Month Shipped. When the line item is delinquent at the end of the month, the total quantity shipped for this line at monthend is displayed.
DEL-MTH-SCH	Delinquent Month Scheduled. When the line item is delinquent at the end of the month, the total quantity scheduled for this line at monthend is displayed.
NOUN	Noun. The first eleven positions of the name and/or description of the item being procured as shown on the contractual document.
NSN <i>DFARS 253.213-4; DoD 4000.25-5-M</i>	National Stock Number. A number assigned under the federal cataloging program. It consists of the six-digit Federal Supply Classification (FSC) code, the seven-digit national item identification number, and a two-position management data field. If an NSN was not applicable or unavailable at time of contract input, an N or U will appear in this field. If this item references an exhibit or service, an N will appear in position one followed by a space and the term EXHIBIT or SERVICE in positions two through nine. The letter Z in positions three through nine will contain the DoDAAD of the acceptance site.
PARTNO	Part Number. If a manufacturers part number is shown in the contract, this field will consist of the Contractor and Government Entity (CAGE) code, followed by the manufacturers part number. If the manufacturers part number is not shown in the contract, this field is left blank.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
DELQTCY-DT	Delinquency Date. The date the line item initially became delinquent. Date is in YYMMDD format.
ACT-FRST-AR <i>FAR 52.209-3, 4</i>	First Article Acceptance Date. The date on which first article was accepted. Date is in YYMMDD format.
SVC-CMPL-DT	Service Completion Date. The date on which the performance of the contracted service is scheduled to be completed (YYMMDD).
SPN-REC	Shipment Performance Notice (SPN) Recipient. The DoDAAD code of the activity which is to receive the shipment performance notice generated as a result of the shipment of material or services.
SCHED-IND	Schedule Indicator. If the SVC-CMPL-DT is estimated, this field will contain an E; otherwise, it will be blank.
ACRN	Accounting Classification Reference Number. Identifies the ACRN to be used for payment of this line item. A 9 indicates multiple ACRNs are used in payment for this line item.
PRCH-UNIT <i>DoD 5000.12-M</i>	Purchase Unit. A two-position field indicating a physical measurement or counts of items (foot, length, weight, etc).

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION						
QT-PC-OVR FAR 52.212-9	Quantity Variance Over. This field reflects the code entered to indicate the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity. The code is followed by the actual percentage carried to three decimals.						
QT-PC-UND FAR 52.212-9	Quantity Variance Under. This field reflects the code entered to indicate the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor. The code is followed by the actual percentage carried to three decimals.						
WHLD-CD FAR 52.232-9; DFARS 222.406.9	Withhold Code. The entry of A or B in this field indicates that payment is to be withheld until certain action(s) is (are) complete. Input of the appropriate code is determined as follows: <table border="1"> <thead> <tr> <th>CODE</th><th>ACTION TO BE COMPLETED</th></tr> </thead> <tbody> <tr> <td>A</td><td>Not separately priced (NSP) lines delivered.</td></tr> <tr> <td>B</td><td>Technical data is received.</td></tr> </tbody> </table>	CODE	ACTION TO BE COMPLETED	A	Not separately priced (NSP) lines delivered.	B	Technical data is received.
CODE	ACTION TO BE COMPLETED						
A	Not separately priced (NSP) lines delivered.						
B	Technical data is received.						
LQ-DAMG-IND FAR 52.212-4, 5	Liquidated Damages Indicator. When the contract has a liquidated damages clause applicable to the specific line item shown, an A will be shown in this field. Otherwise, the field will be blank.						

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION						
FIN-ACTN-CD	<p>Financial Action Code. Reflects a code that determines the type of financial action taken.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>3</td><td>For fixed price type contracts for each line item paid by a local DCMD. When a line contains a Code 3 and an acceptance code of S or D is used, an account payable and accrued expenditure are created.</td></tr> <tr> <td>4</td><td>Indicates that the line item does not require payment; therefore, the accounts payable and accrued expenditure are not created.</td></tr> </table>	CODE	DESCRIPTION	3	For fixed price type contracts for each line item paid by a local DCMD. When a line contains a Code 3 and an acceptance code of S or D is used, an account payable and accrued expenditure are created.	4	Indicates that the line item does not require payment; therefore, the accounts payable and accrued expenditure are not created.
CODE	DESCRIPTION						
3	For fixed price type contracts for each line item paid by a local DCMD. When a line contains a Code 3 and an acceptance code of S or D is used, an account payable and accrued expenditure are created.						
4	Indicates that the line item does not require payment; therefore, the accounts payable and accrued expenditure are not created.						
PCMT-QLTY FAR 46.4	<p>Procurement Quality Assurance Site. This is the site at which quality assurance is performed to determine conformance with contractual requirements. This field will be coded D for destination or S for source.</p>						
ACPT-SITE FAR 47.302, 303	<p>Acceptance Site. The designated acceptance site at which the Government assents to the ownership of contract line items. This field will be coded S for source/origin acceptance or D for destination acceptance.</p>						
FOB-SITE	<p>Free on Board Site. Reflects the site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer. This field will be coded D for destination, O for intermediate, or S for origin (source).</p>						

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																										
INS-ACPT-CD	<p>Inspection/Acceptance (I/A). A code reflecting I/A requirements.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>1</td><td>Inspection and acceptance at source (origin of contractor's plant)</td></tr> <tr> <td>2</td><td>Inspection and acceptance at destination (CONUS)</td></tr> <tr> <td>3</td><td>Inspection at source, acceptance at destination (CONUS)</td></tr> <tr> <td>4</td><td>Certification of conformance</td></tr> <tr> <td>5</td><td>Fast pay procedure</td></tr> <tr> <td>B</td><td>Inspection and acceptance at destination - port (water or air)</td></tr> <tr> <td>C</td><td>Inspection at source, acceptance at destination - port (water or air)</td></tr> <tr> <td>D</td><td>Inspection at destination, acceptance at source</td></tr> <tr> <td>K</td><td>Inspection and acceptance at destination - overseas</td></tr> <tr> <td>L</td><td>Inspection at source, acceptance at destination - overseas</td></tr> <tr> <td>N</td><td>No I/A provisions</td></tr> <tr> <td>6</td><td>Combination of foregoing</td></tr> </table>	CODE	DESCRIPTION	1	Inspection and acceptance at source (origin of contractor's plant)	2	Inspection and acceptance at destination (CONUS)	3	Inspection at source, acceptance at destination (CONUS)	4	Certification of conformance	5	Fast pay procedure	B	Inspection and acceptance at destination - port (water or air)	C	Inspection at source, acceptance at destination - port (water or air)	D	Inspection at destination, acceptance at source	K	Inspection and acceptance at destination - overseas	L	Inspection at source, acceptance at destination - overseas	N	No I/A provisions	6	Combination of foregoing
CODE	DESCRIPTION																										
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION								
INS-ACPT-CD (Continued)	<table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>7</td><td>Letter of transmittal</td></tr> <tr> <td>8</td><td>I/A specified elsewhere</td></tr> <tr> <td>9</td><td>Payment based on other than DD Form 250/1155</td></tr> </table>	CODE	DESCRIPTION	7	Letter of transmittal	8	I/A specified elsewhere	9	Payment based on other than DD Form 250/1155
CODE	DESCRIPTION								
7	Letter of transmittal								
8	I/A specified elsewhere								
9	Payment based on other than DD Form 250/1155								
DISCNT-IND	Discount Indicator. When percentages are shown for a trade discount, this field will contain a D for discount applies; otherwise, the field will reflect an N for no discount.								
CAO-ORG-CD	Contract Administration Office Organization Code. The two-position code for the office having administrative responsibility for the contract.								
DAYS-FOR-ACCPT	Days for Acceptance. A three-position numeric field which is the number of days allowed for government acceptance after the first article has been delivered.								
SPCL-PAY-RQD	Special Payment Instructions Required Indicator. A Y in this field indicates that the contract contains special payment instructions for CLINs. To view these special instructions, go to Notebook Inquiry under the System Inquiry Menu (refer to the Notebook Inquiry section, later in this module). An N indicates that no special payment instructions are contained in the contract.								

Continued on next page

System Inquiry



Schedule Data

This inquiry screen (CT5830) displays shipment schedules and revised delivery forecast information by CLIN/ELIN. Service line items are displayed with a message indicating that no schedule record exists.

CT5830		SCHEDULE DATA	
CBUD:			
PIIN: DAAH01 90 CA025		SPIIN:	ORG: NF
CLIN-ELIN: 0001		DLV-SCH-DT: 95 06 07	
SHP-TO: W31P4Q		MK-FOR:	
MNO-AND-SFX:		DLV-SCH-QTY: 1	
CLISUB-XHIB:		CONT-MOD-NO:	
ACRN: AA		TRNS-PRI-CD:	
EFF-DT: 93 03 23		PROC-DT: 95 01 09	
DLAY-CD:		SCH-QTY-SHP: 1	
DLAYD-QTY:		CAO-RECOM:	
RECVRY-DT:		TRNS-STA:	
NBR-RDF:		TYPE-DOC:	
RDF-DT:		CONV-CD:	
		KR-DLV-SCH-DT:	
		PREV-KR-SCH-DT:	

The data element descriptions for this screen follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
CLIN-ELIN <i>DFARS 204.71</i>	Contract Line Item/Exhibit Line Item Number. This data element may contain the contract line item number, subline item number, exhibit line item number, or exhibit subline item number. Subline item numbers are usually used to identify different ship-to locations on a contract line item if necessary.
DLV-SCH-DT <i>DFARS 204.71</i>	Delivery Schedule Date. The contractual date for delivery of material which will be addressed to the destination shown in the SHP-TO and MK-FOR fields. When the date is estimated, it will be followed by an E (YYMMDE).
SHP-TO <i>DFARS 253.213-70</i>	Ship-to Code. The six-position DoDAAD code identifying where shipment is to be made.
MK-FOR <i>DFARS 253.213-70</i>	Mark For Code. The six-position DoDAAD code identifying the ultimate recipient of the shipment.
MNO-AND-SFX <i>DoD 4410.6</i>	Military Standard Requisitioning and Issue Procedures (MILSTRIP) Number. This field consists of: <ul style="list-style-type: none"> • Service (position 1) • Requisitioner (positions 2-6) • Julian date (positions 7-10) • Serial number (positions 11-14)

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
DLV-SCH-QTY <i>DFARS 204.71</i>	Delivery Schedule Quantity. The quantity scheduled for delivery for this line at SHP-TO level. An E displayed to the right of this field indicates an estimated quantity.
CLISUB-XHIB	CLIN/SUB Exhibit Number. The CLIN used to establish this exhibit line item. Otherwise, this field is left blank.
CONT-MOD-NO	Contract Modification Number. The two- or six-position modification number which established or last changed this schedule record.
ACRN <i>DFARS 204.7107</i>	Accounting Classification Reference Number. Identifies the ACRN to be used for payment of this line item. A 9 indicates multiple ACRNs are used in payment for this line item. A U indicates undefinitized.
TRNS-PRI-CD <i>DoD 4410.6</i>	Transportation Priority Code. This code represents a number assigned to a schedule/shipment which establishes precedence (order) of handling and the method of material movement within the Defense transportation system.
EFF-DT	Effective Date of Schedule Modification. Reflects the effective date of the latest modification that affected this schedule (YYMMDD).
PROC-DT	Process Date. The date the schedule was added or last changed (YYMMDD).
DELAY-CD	Reason for Delay Code. A three-position code containing the delaying agent and the reason why performance of a contract is/was delayed.

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System Inquiry



DATA ELEMENT	DESCRIPTION
DLAY-QTY	Delayed Quantity. An 11-position field prefixed with zeros which reflects the amount of the item that will not be delivered as scheduled.
SCH-QTY-SHP	Quantity Scheduled. An 11-position field which reflects the quantity of the purchase item that is required by this specific date.
RECVRY-DT	Recovery Date. The date the contractor is expected to deliver the item.
TRNS-STA	Transaction Status Indicator. A one-position field which depicts special circumstances about the transaction.
NBR-RDF	Number of Revised Delivery Forecast. A five-position field which reflects the number of revised delivery forecasts (RDF) that have been issued against this schedule.
TYPE-DOC	Type of Document. A one-position code which identifies the specific document used to report the delay in performance.
RDF-DT	Revised Delivery Forecast Date. The date of the revised delivery forecast.
CONV-CD	Conversion Code. When the schedule was converted from the Phase I data base, a C is displayed. Otherwise, this field is blank.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
KR-DLV-SCH-DT	Contractor Responsibility Delivery Schedule Date. The original scheduled delivery date adjusted by modification(s) issued to extend the delivery schedule date for government or excusable cause. If this date is earlier than the DLV-SCH-DT (delivery schedule date) it indicates there was a delay in the schedule due to the contractor.
PREV-KR-SCH-DT	Previous Contractor Responsibility Delivery Schedule Date. The purpose of this field is to retain the last contractor responsibility date to correct an error.

Continued on next page

System Inquiry



Shipment Data

This inquiry screen (CT5840) displays information concerning individual shipments made by the contractor.

CT5840		SHIPMENT DATA	
CBUD:			
PIIN: N00019 80 C0147		SPIIN:	ORG: GB
CLIN-ELIN: AC02	SHPNO-XTND: DSD0106	ACTN-DT:	
PROC-INP-DT: 90 09 28	ACPT-SITE: D	PCMT-QLTY: D	
FOB-SITE: D	SHPD-DT: 87 10 23	MODESHP: Q	
SHP-WT:	QTY-SHPD: 1	QTY-ACPT: 1	
PRCH-UNIT: EA	QA-SIGND-DT: 87 11 09	SHP-DOC-REC: 87 11 03	
MK-FOR:	SHP-ADV-CD: H	PRFMD-ID: N00019	
DISCREP-CD:	CHAIN-CD: P	RSUBM-DT: 89 02 01	
SPN-STAT-CD:	GFM: N	PKN-PKP-PKQ: 87 10 23	
FUP-IND: 2	DT-PK5-FUP: 89 02 23	EDI-IND:	
ERR CDS:			
TRNSP-REFNO:	FAS-VES-PNT:		
NSN:	MDC-AND-SFX:		

The data element descriptions for this screen follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.
CLIN-ELIN <i>DFARS 204.71</i>	Contract Line Item/Exhibit Line Item Number. This data element may contain the contract line item number, subline item number, exhibit line item number, or exhibit subline item number. Subline item numbers are usually used to identify different ship-to locations on a contract line item if necessary.
SHPNO-XTND	Shipment Number/Extension. Contractor assigned shipment number. A Z in the eighth position (extension) indicates the shipment is a final shipment.
ACTN-DT	Action Date (Follow-up). The date a follow-up is required on destination acceptance items (YYMMDD).
PROC-INP-DT	Process Input Date. The date the last action was taken against this shipment record (YYMMDD).
ACPT-SITE	The designated acceptance site at which the Government assents the ownership of contract line items. A code of S indicates source/origin acceptance; D indicates destination acceptance.
PCMT-QLTY <i>FAR 46.4</i>	Procurement Quality Assurance Site. Reflects the site at which quality assurance is performed to determine conformance with contractual requirements. A code of D indicates destination; S indicates source.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																										
FOB-SITE <i>FAR 47.302, 303</i>	Free On Board Site. Reflects the site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer. A code of D indicates destination; O , intermediate; S , origin (source).																										
SHPD-DT	Date Shipped. The date the material was shipped (YYMMDD).																										
MODESHP	Mode of Shipment. A code which identifies the initial method of movement by the shipper. <table border="1"> <thead> <tr> <th>CODE</th><th>MODE OF SHIPMENT</th></tr> </thead> <tbody> <tr> <td>A</td><td>Motor, truckload</td></tr> <tr> <td>B</td><td>Motor, less truckload</td></tr> <tr> <td>C</td><td>Van (unpacked, uncrafted personal and/or Government property)</td></tr> <tr> <td>D</td><td>Driveaway, truckaway, towaway</td></tr> <tr> <td>E</td><td>Busline</td></tr> <tr> <td>F</td><td>Military Airlift Command (MAC)</td></tr> <tr> <td>G</td><td>Regular mail, parcel post</td></tr> <tr> <td>H</td><td>Air mail, parcel post</td></tr> <tr> <td>I</td><td>Government truck, including common service</td></tr> <tr> <td>J</td><td>REA express</td></tr> <tr> <td>K</td><td>Rail, carload</td></tr> <tr> <td>L</td><td>Rail, less carload</td></tr> </tbody> </table>	CODE	MODE OF SHIPMENT	A	Motor, truckload	B	Motor, less truckload	C	Van (unpacked, uncrafted personal and/or Government property)	D	Driveaway, truckaway, towaway	E	Busline	F	Military Airlift Command (MAC)	G	Regular mail, parcel post	H	Air mail, parcel post	I	Government truck, including common service	J	REA express	K	Rail, carload	L	Rail, less carload
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																																				
MODESHP (Continued)	<table> <tr> <th>CODE</th><th>MODE OF SHIPMENT</th></tr> <tr> <td>M</td><td>Freight forwarder</td></tr> <tr> <td>N</td><td>Contract air (LOGAIR/QUICKTRANS)</td></tr> <tr> <td>O</td><td>Organic military air, flyaway</td></tr> <tr> <td>P</td><td>Through bill of lading</td></tr> <tr> <td>Q</td><td>Air freight</td></tr> <tr> <td>R</td><td>Air express</td></tr> <tr> <td>S</td><td>Air charter</td></tr> <tr> <td>T</td><td>Air freight forwarder</td></tr> <tr> <td>U</td><td>Air van</td></tr> <tr> <td>V</td><td>Sea-van service</td></tr> <tr> <td>W</td><td>Water, river, lake, coastal (commercial)</td></tr> <tr> <td>X</td><td>Sealift Express Service (SEA-EX)</td></tr> <tr> <td>Y</td><td>Intraheater Airlift System</td></tr> <tr> <td>Z</td><td>MSC (controlled/contract/arranged space)</td></tr> <tr> <td>2</td><td>Government Watercraft, barge/lighter</td></tr> <tr> <td>3</td><td>Roll-on/Roll-off Service</td></tr> <tr> <td>4</td><td>Armed Forces Courier Service (ARFCOS)</td></tr> </table>	CODE	MODE OF SHIPMENT	M	Freight forwarder	N	Contract air (LOGAIR/QUICKTRANS)	O	Organic military air, flyaway	P	Through bill of lading	Q	Air freight	R	Air express	S	Air charter	T	Air freight forwarder	U	Air van	V	Sea-van service	W	Water, river, lake, coastal (commercial)	X	Sealift Express Service (SEA-EX)	Y	Intraheater Airlift System	Z	MSC (controlled/contract/arranged space)	2	Government Watercraft, barge/lighter	3	Roll-on/Roll-off Service	4	Armed Forces Courier Service (ARFCOS)
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION														
MODESHP (Continued)	<table> <tr> <th>CODE</th><th>MODE OF SHIPMENT</th></tr> <tr> <td>5</td><td>United Parcel Service</td></tr> <tr> <td>6</td><td>Military Ordinary Mail (MOM)</td></tr> <tr> <td>7</td><td>Weapons System Pouch</td></tr> <tr> <td>8</td><td>Pipeline</td></tr> <tr> <td>9</td><td>Local delivery, including deliveries to ports from adjacent supply activities, handcarry</td></tr> <tr> <td>*</td><td>No physical movement</td></tr> </table>	CODE	MODE OF SHIPMENT	5	United Parcel Service	6	Military Ordinary Mail (MOM)	7	Weapons System Pouch	8	Pipeline	9	Local delivery, including deliveries to ports from adjacent supply activities, handcarry	*	No physical movement
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7	Weapons System Pouch														
8	Pipeline														
9	Local delivery, including deliveries to ports from adjacent supply activities, handcarry														
*	No physical movement														
SHP-WT	Shipment Weight. The total weight of shipped items.														
QTY-SHPD	The total quantity shipped .														
QTY-ACPT	Quantity Accepted. The total quantity of shipped items that were accepted.														
PRCH-UNIT	Purchase Unit. Unit of measure (purchase unit) indicating a quantity measurement of the items shipped.														
QA-SIGND-DT	Quality Assurance Representative (QAR) Signed Date. The date the QAR signed the DD250 in block 21A. An E following the date indicates an estimated date (YYMMDD).														
SHP-DOC-REC	Shipment Document Received Date. The date the shipment document was received at the CAO terminal (YYMMDD).														

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System Inquiry



DATA ELEMENT	DESCRIPTION																				
MK-FOR DFARS 253.213-70	Mark For. DoDAAD code of the ultimate recipient of the item.																				
SHP-ADV-CD	Shipment Advice Code. A code representing specific conditions pertaining to the shipment. <table border="1"> <thead> <tr> <th>CODE</th><th>CONDITION</th></tr> </thead> <tbody> <tr> <td>A</td><td>Components missing. Authorized to ship item less some components.</td></tr> <tr> <td>B</td><td>Shipment of previously identified missing components</td></tr> <tr> <td>C</td><td>Corrected shipment, quantity shipped greater than previously reported</td></tr> <tr> <td>D</td><td>Corrected shipment, quantity shipped less than previously reported</td></tr> <tr> <td>E</td><td>Replacement shipment for supplies previously reported as missing, damaged, or non-conforming</td></tr> <tr> <td>F</td><td>Items shipped and stored at contractor's plant; shipment has been accepted</td></tr> <tr> <td>G</td><td>Items shipped and held as government furnished property; shipment has been accepted</td></tr> <tr> <td>H</td><td>No special circumstances; this code is used when no others apply</td></tr> <tr> <td>Z</td><td>Underrun quantity; final shipment for CLIN underrun variation is authorized and the condition exists</td></tr> </tbody> </table>	CODE	CONDITION	A	Components missing. Authorized to ship item less some components.	B	Shipment of previously identified missing components	C	Corrected shipment, quantity shipped greater than previously reported	D	Corrected shipment, quantity shipped less than previously reported	E	Replacement shipment for supplies previously reported as missing, damaged, or non-conforming	F	Items shipped and stored at contractor's plant; shipment has been accepted	G	Items shipped and held as government furnished property; shipment has been accepted	H	No special circumstances; this code is used when no others apply	Z	Underrun quantity; final shipment for CLIN underrun variation is authorized and the condition exists
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																				
PRFMD-ID	Performed at (SHIP-TO) Activity. The DoDAAD code of the activity where items were shipped to (ship-to code).																				
DISCREP-CD	<p>Discrepancy Code. A code that reflects the discrepancy identified by the receiving activity against all or part of the shipped items. This code will be present only if the quantity accepted and quantity shipped differ.</p> <table> <tr> <th>CODE</th><th>DISCREPANCY</th></tr> <tr> <td>D</td><td>Documentation incomplete, or incorrect, which prevents acceptance.</td></tr> <tr> <td>M</td><td>Misdirected. Material was addressed to wrong activity; prevents acceptance.</td></tr> <tr> <td>N</td><td>Nonconforming material</td></tr> <tr> <td>O</td><td>Overage. Quantity received in excess of quantity shown on shipping document.</td></tr> <tr> <td>S</td><td>Shortage. Quantity received less than quantity shown on shipping document.</td></tr> <tr> <td>T</td><td>Technical data inadequate.</td></tr> <tr> <td>U</td><td>Undelivered. Shipment never arrived at address indicated by ship-to code.</td></tr> <tr> <td>W</td><td>Wrong item. Incorrect item shipped/received.</td></tr> <tr> <td>X</td><td>Damaged goods received.</td></tr> </table>	CODE	DISCREPANCY	D	Documentation incomplete, or incorrect, which prevents acceptance.	M	Misdirected. Material was addressed to wrong activity; prevents acceptance.	N	Nonconforming material	O	Overage. Quantity received in excess of quantity shown on shipping document.	S	Shortage. Quantity received less than quantity shown on shipping document.	T	Technical data inadequate.	U	Undelivered. Shipment never arrived at address indicated by ship-to code.	W	Wrong item. Incorrect item shipped/received.	X	Damaged goods received.
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																				
CHAIN-CD	<p>Chain Code. This code is system generated based on the action caused by the input of the DD Form 250. The first position contains the chain code and the second and third positions, when present, are the RGS code of the employee that did the latest actions on the record.</p> <table> <tr> <th>CODE</th><th>ACTION</th></tr> <tr> <td>B</td><td>Record which has been deleted from recycle</td></tr> <tr> <td>C</td><td>Recycling record which had been reinput</td></tr> <tr> <td>E</td><td>Corrected record</td></tr> <tr> <td>M</td><td>Record which was released from recycle</td></tr> <tr> <td>N</td><td>Missing shipment or time elapsed shipment</td></tr> <tr> <td>P</td><td>Record which passed validation on initial input</td></tr> <tr> <td>Q</td><td>Record which was released from recycle and was updated after being a M for 6 months or more</td></tr> <tr> <td>R</td><td>Record which is on the recycle list awaiting correction</td></tr> <tr> <td>Z</td><td>A record which has been backed out of the system</td></tr> </table>	CODE	ACTION	B	Record which has been deleted from recycle	C	Recycling record which had been reinput	E	Corrected record	M	Record which was released from recycle	N	Missing shipment or time elapsed shipment	P	Record which passed validation on initial input	Q	Record which was released from recycle and was updated after being a M for 6 months or more	R	Record which is on the recycle list awaiting correction	Z	A record which has been backed out of the system
CODE	ACTION																				
B	Record which has been deleted from recycle																				
C	Recycling record which had been reinput																				
E	Corrected record																				
M	Record which was released from recycle																				
N	Missing shipment or time elapsed shipment																				
P	Record which passed validation on initial input																				
Q	Record which was released from recycle and was updated after being a M for 6 months or more																				
R	Record which is on the recycle list awaiting correction																				
Z	A record which has been backed out of the system																				

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION																		
RSUBM-DT	Resubmission Date. The date the last correction was made to this shipment record.																		
SPN-STAT-CD	<p>Shipment Performance Notice (SPN) Status Codes. These codes reflect discrepancies between the shipment record which was input and the information contained in the contract database. Code generates upon force through actions during input.</p> <table> <tr> <th>CODE</th><th>STATUS</th></tr> <tr> <td>C</td><td>Corrected transaction entered</td></tr> <tr> <td>G</td><td>Ship-To code differs from database</td></tr> <tr> <td>H</td><td>Stock Number/Part Number differs from database</td></tr> <tr> <td>L</td><td>MILSTRIP number differs from database</td></tr> <tr> <td>P</td><td>Final quantity shipped exceeds quantity variance for this CLIN</td></tr> <tr> <td>Q</td><td>Mark-For code differs from database</td></tr> <tr> <td>S</td><td>Two or more control data elements do not match Ship-To code, Mark-For, MILSTRIP</td></tr> <tr> <td>T</td><td>Both of the following elements do not match database: quantity shipped exceeds on order quantity, and stock number/part number differs from contract.</td></tr> </table>	CODE	STATUS	C	Corrected transaction entered	G	Ship-To code differs from database	H	Stock Number/Part Number differs from database	L	MILSTRIP number differs from database	P	Final quantity shipped exceeds quantity variance for this CLIN	Q	Mark-For code differs from database	S	Two or more control data elements do not match Ship-To code, Mark-For, MILSTRIP	T	Both of the following elements do not match database: quantity shipped exceeds on order quantity, and stock number/part number differs from contract.
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T	Both of the following elements do not match database: quantity shipped exceeds on order quantity, and stock number/part number differs from contract.																		

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION										
GFM	Government Furnished Material. This field contains a Y when government furnished material/property is contained in the shipment and an N if not.										
PKN-PKP-PKQ	PKN/PKP/PKQ Received Date. The delivery date of the shipped items as indicated on the PKN, PKP, or PKQ acceptance report. PKN and PKP acceptance via electronically submitted reports; PKQ via manual input acceptance reports.										
FUP-IND	<p>Follow-up Indicator. This code indicates the level of follow-up actions completed in regards to securing destination acceptances.</p> <table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>0</td><td>System generated when a shipment is initially entered into the DARTS program. Indicates the initial acceptance alert has been sent but no follow-up alerts have been sent.</td></tr> <tr> <td>1</td><td>System generated when the first automatic follow-up (PK5) is generated by the DARTS.</td></tr> <tr> <td>2</td><td>System generated when the second automatic follow-up (PK5) is generated by the DARTS.</td></tr> <tr> <td>3</td><td>Manually entered into the DARTS by the Financial Accounts Clerk to indicate the third follow-up action has been completed.</td></tr> </table>	CODE	DESCRIPTION	0	System generated when a shipment is initially entered into the DARTS program. Indicates the initial acceptance alert has been sent but no follow-up alerts have been sent.	1	System generated when the first automatic follow-up (PK5) is generated by the DARTS.	2	System generated when the second automatic follow-up (PK5) is generated by the DARTS.	3	Manually entered into the DARTS by the Financial Accounts Clerk to indicate the third follow-up action has been completed.
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3	Manually entered into the DARTS by the Financial Accounts Clerk to indicate the third follow-up action has been completed.										

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION														
FUP-IND (Continued)	<table> <tr> <th>CODE</th><th>DESCRIPTION</th></tr> <tr> <td>4</td><td>Manually entered into the DARTS to indicate the fourth follow-up action has been taken.</td></tr> <tr> <td>5</td><td>Manually entered into the DARTS when research actions have been initiated that will take time.</td></tr> <tr> <td>6</td><td>System generated when a PKN, PKP, or PKQ is entered with a discrepancy code attached. The ACO and IS are automatically notified of the discrepant condition.</td></tr> <tr> <td>7</td><td>Manually entered into the DARTS to indicate follow-up action has been taken with the PCO.</td></tr> <tr> <td>8</td><td>Manually entered into the DARTS to indicate follow-up actions have been made by letter because the receiving activity is unable to receive TWX messages.</td></tr> <tr> <td>9</td><td>Manually entered into the DARTS to indicate an invoice is in-house awaiting destination acceptance.</td></tr> </table>	CODE	DESCRIPTION	4	Manually entered into the DARTS to indicate the fourth follow-up action has been taken.	5	Manually entered into the DARTS when research actions have been initiated that will take time.	6	System generated when a PKN, PKP, or PKQ is entered with a discrepancy code attached. The ACO and IS are automatically notified of the discrepant condition.	7	Manually entered into the DARTS to indicate follow-up action has been taken with the PCO.	8	Manually entered into the DARTS to indicate follow-up actions have been made by letter because the receiving activity is unable to receive TWX messages.	9	Manually entered into the DARTS to indicate an invoice is in-house awaiting destination acceptance.
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8	Manually entered into the DARTS to indicate follow-up actions have been made by letter because the receiving activity is unable to receive TWX messages.														
9	Manually entered into the DARTS to indicate an invoice is in-house awaiting destination acceptance.														
DT-PK5-FUP	Date PK5 Follow-up was Performed. Date of the last automatic follow-up.														

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
EDI-IND	<p>Electronic Data Interchange Indicator. A one-position alpha code indicating the source of data.</p> <ul style="list-style-type: none"> • E - Electronic Data Interchange (EDI) • M - MILSCAP • Blank - Manual input on-line
ERR-CDS	<p>Error Codes. Up to 6 error codes may be shown. These are the errors that caused the record to recycle.</p>
TRANSP-REFNO	<p>Transportation Reference Number. This is the Government Bill of Lading (GBL) number, transportation Control Number (TCN), or Commercial Bill of Lading (CBL) number.</p>
FAS-VES-PNT	<p>Free Along Side Vessel Point City. This field is used mostly for lumber contracts. Identifies the point where delivery is made by the contractor.</p>
NSN <i>DFARS 253.213-4; DoD 4000.25-5-M</i>	<p>National Stock Number. A number assigned under the federal cataloging program used to identify the item purchased.</p>
MDC-AND-SFX <i>DoD 4410.6</i>	<p>Military Standard Requisitioning and Issue Procedures (MILSTRIP) Number. This field consists of:</p> <ul style="list-style-type: none"> (1) service (position 1); (2) requisitioner (position 2-6); (3) Julian date (positions 7-10); (4) serial number (positions 11-14).

Continued on next page

System Inquiry



Inventory Data

This inquiry screen (CT5850) displays inventory data concerning the processing of contracts and modifications.

CT5850		INVENTORY DATA	
CBUD:			
PIIN: N00019 80 C0147		SPIIN: ORG: GB	
CONT-MOD-NO: ARZ996		CONT-CLS-DT:	
ACO-CD: GBF		RG-SPCLST-CD:	
BUYG-ACTY-CD:		DEPT-CD: N	
RCVD-DT: 94 05 27		ISSD-BY: S1403A	
DT-OF-SIGNR: 94 05 27		KIND-MOD:	
EFF-DT: 94 05 27		CONTR-STAT-CD:	
HC-ACO-NOT-DT:		PART-ABSTR:	
PROCS-INP-DT: 94 05 27		CONV-CD:	

The data element descriptions for this screen follow.

DATA ELEMENT	DESCRIPTION
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. Appendix 2 lists these valid codes.

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION														
CONT-MOD-NO	Contract Modification Number. The two- or six-position alphanumeric modification number.														
CONT-CLS-DT	Contract Closing Date. The date all administrative actions were completed on the contract and the contract moves to CAR Section 5 (YYMMDD).														
ACO-CD	Administrative Contracting Officer Code. The two-position user ID code identifying the ACO assigned the contract.														
RG-SPCLST-CD	Reading Group Specialist Code. The two-position user ID code identifying the individual inputting the contract or modification.														
BUYG-ACTY-CD	Buying Activity Code. The two-position buying activity code from Appendix G of the FAR which identifies the office issuing the contract or modification.														
DEPT-CD	<p>Department Code. One-position code identifying contracting agency.</p> <table border="1"> <thead> <tr> <th>CODE</th><th>DEPARTMENT</th></tr> </thead> <tbody> <tr> <td>A</td><td>Army</td></tr> <tr> <td>C</td><td>Defense Communication Agency (DCA)</td></tr> <tr> <td>D</td><td>Defense Nuclear Agency (DNA)</td></tr> <tr> <td>E</td><td>Defense Civil Preparedness (DCP)</td></tr> <tr> <td>F</td><td>Air Force</td></tr> <tr> <td>G</td><td>Defense Mapping Agency (DMA)</td></tr> </tbody> </table>	CODE	DEPARTMENT	A	Army	C	Defense Communication Agency (DCA)	D	Defense Nuclear Agency (DNA)	E	Defense Civil Preparedness (DCP)	F	Air Force	G	Defense Mapping Agency (DMA)
CODE	DEPARTMENT														
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Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION														
DEPT-CD (Continued)	<table> <tr> <th>CODE</th><th>DEPARTMENT</th></tr> <tr> <td>H</td><td>Miscellaneous Defense Activity (MDA)</td></tr> <tr> <td>M</td><td>Marine Corps</td></tr> <tr> <td>N</td><td>Navy</td></tr> <tr> <td>O</td><td>Other</td></tr> <tr> <td>P</td><td>NASA</td></tr> <tr> <td>S</td><td>Defense Logistics Agency (DLA)</td></tr> </table>	CODE	DEPARTMENT	H	Miscellaneous Defense Activity (MDA)	M	Marine Corps	N	Navy	O	Other	P	NASA	S	Defense Logistics Agency (DLA)
CODE	DEPARTMENT														
H	Miscellaneous Defense Activity (MDA)														
M	Marine Corps														
N	Navy														
O	Other														
P	NASA														
S	Defense Logistics Agency (DLA)														
RCVD-DT	Received Date. The date the contract or modification was received.														
ISSD-BY	Issued By. The six-position DoDAAD code of the office issuing the contract or modification.														
DT-OF-SIGNR	Date of Signature. The date the contract or modification was signed by the issuing authority.														
KIND-MOD	Kind of Modification. A one-position code that indicates the kind of modification issued.														
EFF-DT	Effective Date. Indicates the date the contract or modification became effective (YYMMDD).														
CONTR-STAT-CD	Contract Status Code. A numeric value indicating DFAS-CO is awaiting hardcopy of contract or modification. A negative (-) indicates hardcopy received.														

Continued on next page

System Inquiry



DATA ELEMENT	DESCRIPTION
HC-ACO-NOT-DT	Hardcopy ACO Notification Date. The date the ACO or PCO was notified that the hardcopy for the MILSCAP abstract has not been received.
PART-ABSTR	Partial Abstract. This code is used for MILSCAP abstracts and indicates that not all data was included in the MILSCAP transmitted abstract.
PROCESS-INP-DT	Process Input Date. The date that the contract or modification was actually entered in MOCAS (YYMMDD).
CONV-CD	Conversion Code. A C will indicate this was a converted contract or modification. Otherwise, for documents entered after conversion the field will be blank.

Continued on next page

System Inquiry



ALL DATABASE RECORDS

When this option is selected, the system will display all the data beginning with contract level data and continuing through inventory data. Each screen will be displayed from CT5801 through CT5850, if the type of data shown on the screen is encountered.

For example, when scanning all records for a Basic Ordering Agreement which has no accounting, line item, schedule or shipment data, only contract level data and inventory data will be displayed. On documents with line items, the line item is shown followed directly by all schedules for the CLIN/ELIN, and then all shipment records for the CLIN/ELIN. This cycle will continue until all line items and associated records are displayed. Inventory data will then be displayed.

Continued on next page

System Inquiry



SELECT INDIVIDUAL RECORDS

This inquiry menu screen (CT5860) allows the user to select a specific record to be viewed. Menu options consist of specific:

- ACRN -- displays the accounting data for the entered ACRN.
- CLIN -- displays the line item data for the entered CLIN/ELIN.
- CLIN/Schedules -- displays the line item and schedule data for the entered CLIN/ELIN.
- CLIN/Schedules/Shipments -- displays the line item, schedule, and shipment data for the entered CLIN/ELIN.
- Shipment -- displays the shipment data for the entered shipment number.
- Document -- displays the inventory data for the entered contract modification number.

Continued on next page

System Inquiry



SELECT INDIVIDUAL RECORDS (Continued)

CT5860	SELECT INDIVIDUAL RECORDS		
PIIN: N00019 80 C0147	SPIIN:	ORG: GB	
SPECIFIC ACRN		ACRN:	
SPECIFIC CLIN		CLIN-ELIN:	
SPECIFIC CLIN/SCHEDULES		CLIN-ELIN:	
SPECIFIC CLIN/SCHEDULES/SHIPMENTS		CLIN-ELIN:	
SPECIFIC SHIPMENT		SHP-NO:	
SPECIFIC DOCUMENT		CNTR-MOD-NO:	

STEP	ACTION
1	Tab down to appropriate option on left hand column and enter an X .
2	Tab over to the right hand column directly across from the line you marked with an X and enter the appropriate information. Press ENTER . The requested records are then displayed.
3	After viewing the record(s) selected, press ENTER to return to the Select Individual Records (screen CT5860), or press F2 to return to the On-line Abstract Inquiry Menu (screen CT5800).

Continued on next page

System Inquiry



Notebook Inquiry

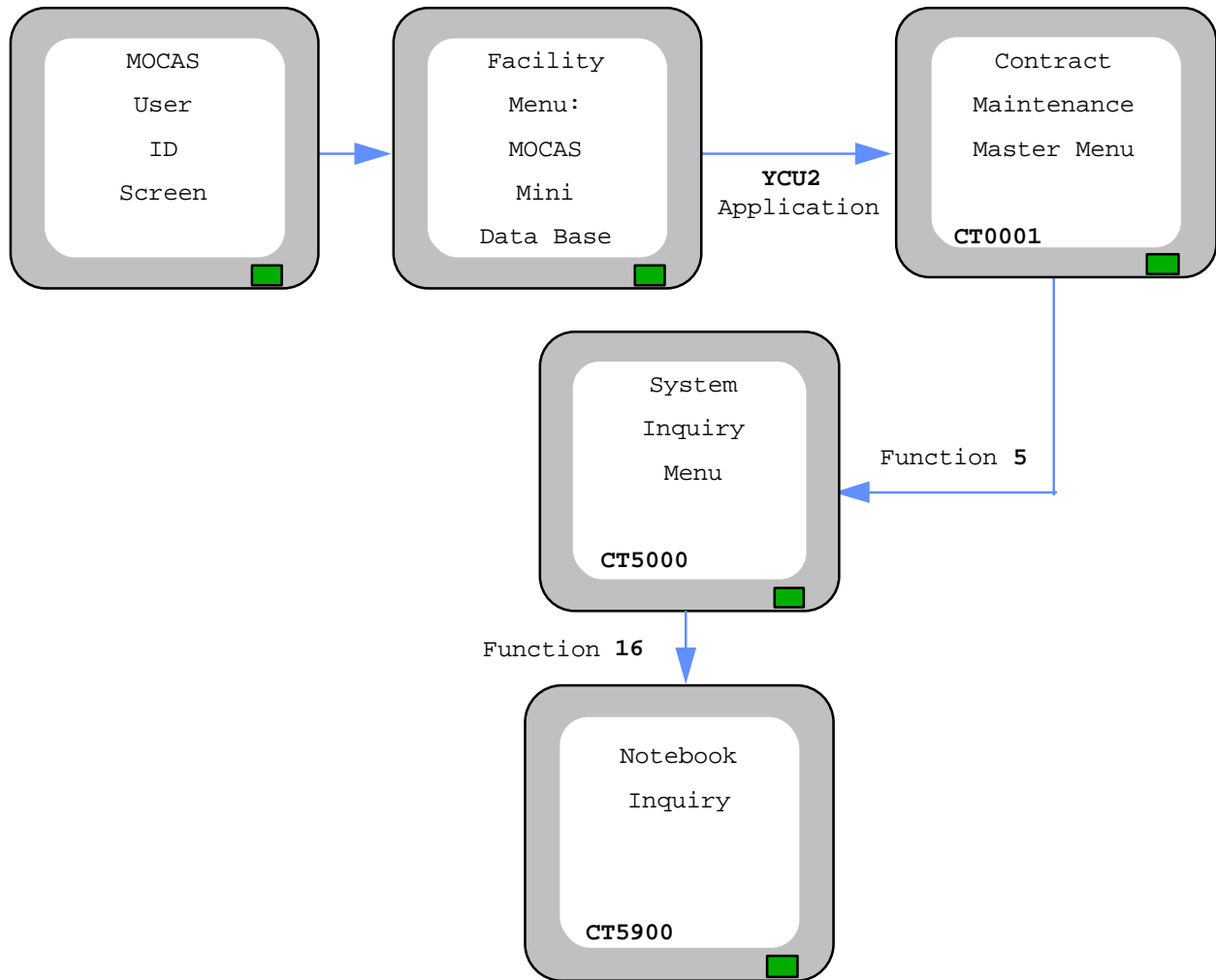
This inquiry displays special payment instructions or the notebook remarks. The six display options are described below:

- All Progress Payment Special Payment Instructions;
- All BVN Special Payment Instructions;
- CLIN/ELIN Special Payment Instructions (specify CLIN);
- All ACO Notebook Remarks;
- All notebook information entered for the specific contract;
- All CLIN/ELIN notebook information contained in the system.

The following flow chart diagrams the menu/screens the user will encounter in utilizing this inquiry.

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System Inquiry




Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

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System Inquiry



STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility password and user password provided to you by DFAS-CO-JXSA. Enter YCU2 in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YCU2 TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p> Use the TAB key to move from field to field and press ENTER only after all screen fields are completed.</p> <p>Successful completion of the MOCAS User ID screen will display the Contract Maintenance Master Menu, screen CT0001.</p>

Continued on next page

System Inquiry



STEP	ACTION
2	<p>On the Contract Maintenance Master menu, screen CT0001, select System Inquiries by entering 5 in the FUNCTION field. All other fields should be left blank.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT0001 CONTRACT MAINTENANCE MASTER MENU COMPUTER BASED USER DOC (CBUD)..0 MOCAS INVENTORY UPDATE.....8 * NEW CONTRACT SETUP.....1 ADRS MASTER UPDATE.....9 * CONTRACT MODIFICATIONS.....2 ACCOUNTING CLASS DATA UPDATE....10 * CONTRACT CORRECTIONS.....3 * MODIFICATION HEADER UPDATE.....11 * SUMMARY EDITS.....4 CLNS LINE ITEM ADJUSTMENT.....12 SYSTEM INQUIRIES.....5 * SUPERVISORY FUNCTIONS.....6 * NO ACTION MODIFICATIONS.....7 TERMINATE.....PA2 FUNCTION: 5 PIIN: SPIIN: CAO-ORG-CD: RGS-CD: * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS </pre> </div> <p>Press ENTER. The System Inquiry Menu, screen CT5000, will be displayed.</p>

Continued on next page

System Inquiry



STEP	ACTION
3	<p>On the System Inquiry Menu, screen CT5000, select Notebook Inquiry, by entering 16 in the FUNCTION field. The CAGE field should be left blank.</p> <div data-bbox="344 531 1409 1314" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> CT5000 SYSTEM INQUIRY MENU COMPUTER BASED USER DOCUMENTATION....0 CAGE DATA INQUIRY.....8 UNVALIDATED TRANSACTION LIST.....1 CONTRACTS BY CONTRACTOR.....9 ACCOUNTING CLASSIFICATION BALANCE....2 SUMMARY OF SHIPMENT DATA.....10 LINE ITEM BALANCE INQUIRY.....3 CONTRACT LINE ITEM STATUS.....11 CONTRACT INPUT SCAN.....4 ON-LINE ABSTRACT INQUIRY.....12 CONTRACT ACTIVITY INQUIRY.....5 DELAYED INQUIRY REQUESTS.....13 INPUT STATISTICS BY RGS-CD.....6 SUMMARY EDIT FUNCTIONS.....14 APPLIED MODIFICATIONS.....7 NAVY STARS INQUIRY.....15 NOTEBOOK INQUIRY.....16 TERMINATE.....PA2 FUNCTION: 16 CAGE: ENTER CAGE FOR FUNCTION 8 ONLY </pre> </div> <p>Press ENTER. The Notebook Inquiry, screen CT5900, will be displayed.</p>

Continued on next page

System Inquiry



Step	Action
4	<p>On the Notebook Inquiry Menu, screen CT5900, select the applicable option by entering the option number in the FUNCTION field. Continue to enter the contract number, SPIIN, and CLIN (if applicable) in the appropriate fields.</p> <div><pre>CT5900 CBUD: COMPUTER BASED USER DOCUMENTATION.....0 PROGRESS PAYMENT SPECIAL PAYMENT INSTRUCTIONS....1 BVN SPECIAL PAYMENT INSTRUCTIONS.....2 CLIN/ELIN SPECIAL PAYMENT INSTRUCTIONS.....3 ACO IN-THE-CLEAR INSTRUCTIONS.....4 CONTRACT LEVEL NOTEBOOK INFORMATION.....5 ALL CLIN/ELIN NOTEBOOK INFORMATION.....6 FUNCTION: 6 PIIN: SPIIN: CLIN:</pre></div> <p>Press ENTER. The appropriate screen will be displayed.</p>

Continued on next page

System Inquiry



Computer Based User Documenta- tion

Option 0 provides instructions on what data to enter for specific functions on the Notebook Inquiry Menu, screen CT5900. It also provides a description of each function on screen CT5900.

COMPUTER BASED USER DOCUMENTATION-CT5900

FUNCTIONS 1,2,4,5,6 ENTER PIIN/SPIIN AND FOR FUNCTION 3 ENTER
PIIN/SPIIN AND CLIN

FUNCTION 0	IS ENTERED TO OBTAIN COMPUTER BASED USER INFORMATION.
FUNCTION 1	IS TO BE USED TO DISPLAY PROGRESS PAYMENT SPECIAL PAYMENT INSTRUCTIONS RESIDING IN THE NOTEBOOK.
FUNCTION 2	IS TO BE USED TO DISPLAY BUREAU VOUCHER SPECIAL PAYMENT INSTRUCTIONS RESIDING IN THE NOTEBOOK.
FUNCTION 3	IS TO BE USED TO DISPLAY SPECIFIC CLIN/ELIN SPECIAL PAYMENT INSTRUCTIONS RESIDING IN THE NOTEBOOK.
FUNCTION 4	IS TO BE USED TO DISPLAY ALL SPECIAL ADMINISTRATIVE REMARKS RESIDING IN THE NOTEBOOK.
FUNCTION 5	IS TO BE USED TO DISPLAY ALL CONTRACT INFORMATION RESIDING IN THE NOTEBOOK.
FUNCTION 6	IS TO BE USED TO DISPLAY ALL CLIN/ELIN SPECIAL PAYMENT INSTRUCTIONS RESIDING IN THE NOTEBOOK FOR A SPECIFIC CONTRACT.



When viewing of this screen is complete, press **ENTER** to return to the Notebook Inquiry Menu, screen CT5900, or **F2** to return to the System Inquiry Menu, screen CT5000.

Continued on next page

System Inquiry



Progress Payment Special Payment Instruc- tions

When **Function 1** is selected on the Notebook Inquiry Menu (CT5900), the system will display all progress payment special payment instructions on screen CT5910, Provision Level Special Payment Instruction Inquiry. This screen displays In-The-Clear remarks if the contract contains special instructions regarding the payment of progress payments or public bureau vouchers (BVNs).

```
CT5910      PROVISION LEVEL SPECIAL PAYMENT INQUIRY
CBUD:

PIIN: F41608 95 C1234   SPIIN:          CAO-ORG-CD: YH  RGS-CD: XXXXXXXX

                PROGPAY-INST:

Lot A - 75%  (items 0001-0003)   Lot B - 82%  (items 0004-0005)
Lot C - 95%  (items 0006-0007).

                BVN-INST:

Pay oldest funds first.
```



When viewing of this screen is complete, press **ENTER** to return to the Notebook Inquiry Menu, screen CT5900, or **F2** to return to the System Inquiry Menu, screen CT5000.

Continued on next page

System Inquiry



The data element descriptions for the Provision Level Special Payment Instruction Inquiry, screen CT5910, follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number (contract number).
SPIIN	Supplemental Procurement Identification Number.
CAO-ORG-CD	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. See Appendix 2 for valid codes.
RGS-CD	Reading Group Specialist Code. The user ID of the person performing the inquiry.
PROGPAY-INST	Progress Payment Special Payment Instructions. The specific text of the special payment instructions is displayed. This field will accommodate up to 468 characters.
BVN-INST	BVN Special Payment Instructions. The specific text of the special payment instructions is displayed. This field will accommodate up to 468 characters.

Continued on next page

System Inquiry



BVN Special Payment Instruc- tions

When **Function 2** is selected on the Notebook Inquiry Menu (CT5900), the system will display all BVN special payment instructions on screen CT5910, Provision Level Special Payment Instruction Inquiry. This screen displays In-The-Clear remarks if the contract contains special instructions regarding the payment of progress payments or public bureau vouchers (BVNs).

```
CT5910      PROVISION LEVEL SPECIAL PAYMENT INQUIRY
CBUD:

PIIN: F41608 95 C1234   SPIIN:          CAO-ORG-CD: YH  RGS-CD: XXXXXXXX

                PROGPAY-INST:

Lot A - 75%  (items 0001-0003)   Lot B - 82%  (items 0004-0005)
Lot C - 95%  (items 0006-0007).

                BVN-INST:

Pay oldest funds first.
```



When viewing of this screen is complete, press **ENTER** to return to the Notebook Inquiry Menu, screen CT5900, or **F2** to return to the System Inquiry Menu, screen CT5000.

Continued on next page

System Inquiry



The data element descriptions for the Provision Level Special Payment Instruction Inquiry, screen CT5910, follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number (contract number).
SPIIN	Supplemental Procurement Identification Number.
CAO-ORG-CD	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. See Appendix 2 for valid codes.
RGS-CD	Reading Group Specialist Code. The user ID of the person performing the inquiry.
PROGPAY-INST	Progress Payment Special Payment Instructions. The specific text of the special payment instructions is displayed. This field will accommodate up to 468 characters.
BVN-INST	BVN Special Payment Instructions. The specific text of the special payment instructions is displayed. This field will accommodate up to 468 characters.

Continued on next page

System Inquiry



CLIN/ELIN Special Payment Instructions When **Function 3** is selected on the Notebook Inquiry Menu (CT5900), the system will display specific CLIN/ELIN special payment instructions residing in the notebook. The CLIN must be entered on the Notebook Inquiry Menu, screen CT5900, to be viewed.

```
CT5920          LINE ITEM SPECIAL PAYMENT INSTRUCTIONS INQUIRY
CBUD:

PIIN: F41608 95 C1234   SPIIN:          CAO-ORG-CD: YH   RGS-CD: XXXXXXXX
CLIN-ELIN: 0002
SPCL-PAY-INST:
CLIN 0002 should be paid only off of ACRN AA.
```



When viewing of this screen is complete, press **ENTER** to return to the Notebook Inquiry Menu, screen CT5900, or **F2** to return to the System Inquiry Menu, screen CT5000.

Continued on next page

System Inquiry



The data element descriptions for the Line Item Special Payment Instructions Inquiry, screen CT5920, follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number (contract number).
SPIIN	Supplemental Procurement Identification Number.
CAO-ORG-CD	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. See Appendix 2 for valid codes.
RGS-CD	Reading Group Specialist Code. The user ID of the person performing the inquiry.
CLIN-ELIN	Contract Line Item/Exhibit Line Item Number.
SPCL-PAY-INST	Special Payment Instruction. Describes the special payment instructions relative to a specific line item (CLIN/ELIN). This field will accommodate up to 468 characters.

Continued on next page

System Inquiry



ACO In- The-Clear Instruc- tions

When **Function 4** is selected on the Notebook Inquiry Menu (CT5900), the system will display all special administrative remarks residing in the notebook.

```
CT5930                ACO NOTEBOOK REMARKS INQUIRY
CBUD:

PIIN: F41608 95 C1234   SPIIN:          CAO-ORG-CD: YH   RGS-CD: XXXXXXXX

ACO-NTBK-RMKS:

All invoices against this contract must be certified by the ACO prior to
payment.
```



When viewing of this screen is complete, press **ENTER** to return to the Notebook Inquiry Menu, screen CT5900, or **F2** to return to the System Inquiry Menu, screen CT5000.

Continued on next page

System Inquiry



The data element descriptions for the ACO Notebook Remarks Inquiry, screen CT5930, follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
PIIN	Procurement Instrument Identification Number (contract number).
SPIIN	Supplemental Procurement Identification Number.
CAO-ORG-CD	Contract Administration Office Organization Code. The two position code identifying the office which administers the contract. See Appendix 2 for valid codes.
RGS-CD	Reading Group Specialist Code. The user ID of the person performing the inquiry.
ACO-NTBK-RMKS	ACO Notebook Remarks. The special administrative remarks residing in the notebook.

Continued on next page

System Inquiry



Contract Level Notebook Informa- tion

When **Function 5** is selected on the Notebook Inquiry Menu (CT5900), the system will display all contract information residing in the notebook beginning with the Provision Level Special Payment Instruction Inquiry through the Line Item Special Payment Instructions Inquiry. Each screen will be displayed from CT5910 through CT5930, if the information is present in the notebook.



- When viewing of a screen is complete, press **ENTER** to view the next screen.
- At the last screen of the notebook information, press **ENTER** to return to the Notebook Inquiry Menu, screen CT5900, or **F2** to return to the System Inquiry Menu, screen CT5000.

Continued on next page

System Inquiry



All CLIN/ELIN Notebook Informa- tion

When **Function 6** is selected on the Notebook Inquiry Menu (CT5900), the system will display all CLIN/ELIN special payment instructions residing in the notebook for a specific contract, screen CT5920, Line Item Special Payment Instructions Inquiry.

The system displays one CLIN/ELIN per screen. When multiple CLINs/ELINs are encountered, a message in the lower left of the screen will be displayed:

"MORE LINES FOR THIS CONTRACT AVAILABLE BY DEPRESSING ENTER/REL." At the last screen of the inquiry, the message **"NO MORE REQUESTED INFORMATION LOCATED"** will be displayed in the lower left of the screen.



- When viewing of a screen is complete, press **ENTER** to view the next screen.
- At the last screen of the inquiry, press **ENTER** to return to the Notebook Inquiry Menu, screen CT5900, or **F2** to return to the System Inquiry Menu, screen CT5000.

End of Module

Contract Obligation and Disbursement Inquiry

FOREWORD

The Contract Obligation and Disbursement Inquiry Menu, Screen UNAB30, allows the user to select a contract obligation or disbursement history. This history inquiry provides detailed obligation and disbursement transactions. The on-line history allows for the presorting of data by ACRN, specific time period, accounting station, type of payment code or specific shipment.

The obligation and disbursement information cannot be accessed simultaneously. Therefore, if both information is required, review either the obligation or disbursement information then the other.

The user should NOT rely totally on the information contained on the on-line history screens. Some histories may contain possible duplicate and missing entries. The contract history must be compared with the Contingent Liability Record (CLR) and/or the contract payment files to determine if duplicate and/or missing transactions exist. The CLR balance is available on-line through the On-line Abstract Inquiry, Accounting Data Inquiry.

- An entry on the history which appears to be a "repeat" may in fact be a valid transaction affecting the CLR ledger. This has to be verified from supporting documentation, if any. Alternatively, information should be obtained from the Invoice Inquiry.

System black-outs are generally the cause for gaps occurring in the history. A gap in the history will be observed when there is a jump in the partial payment or the modification sequence, or a series of missing entries for which backup documentation would generally be available. Although transactions processed during the black-out periods do not show up on the contract history, these transactions have been recorded in the system and are reflected in the CLR balances.

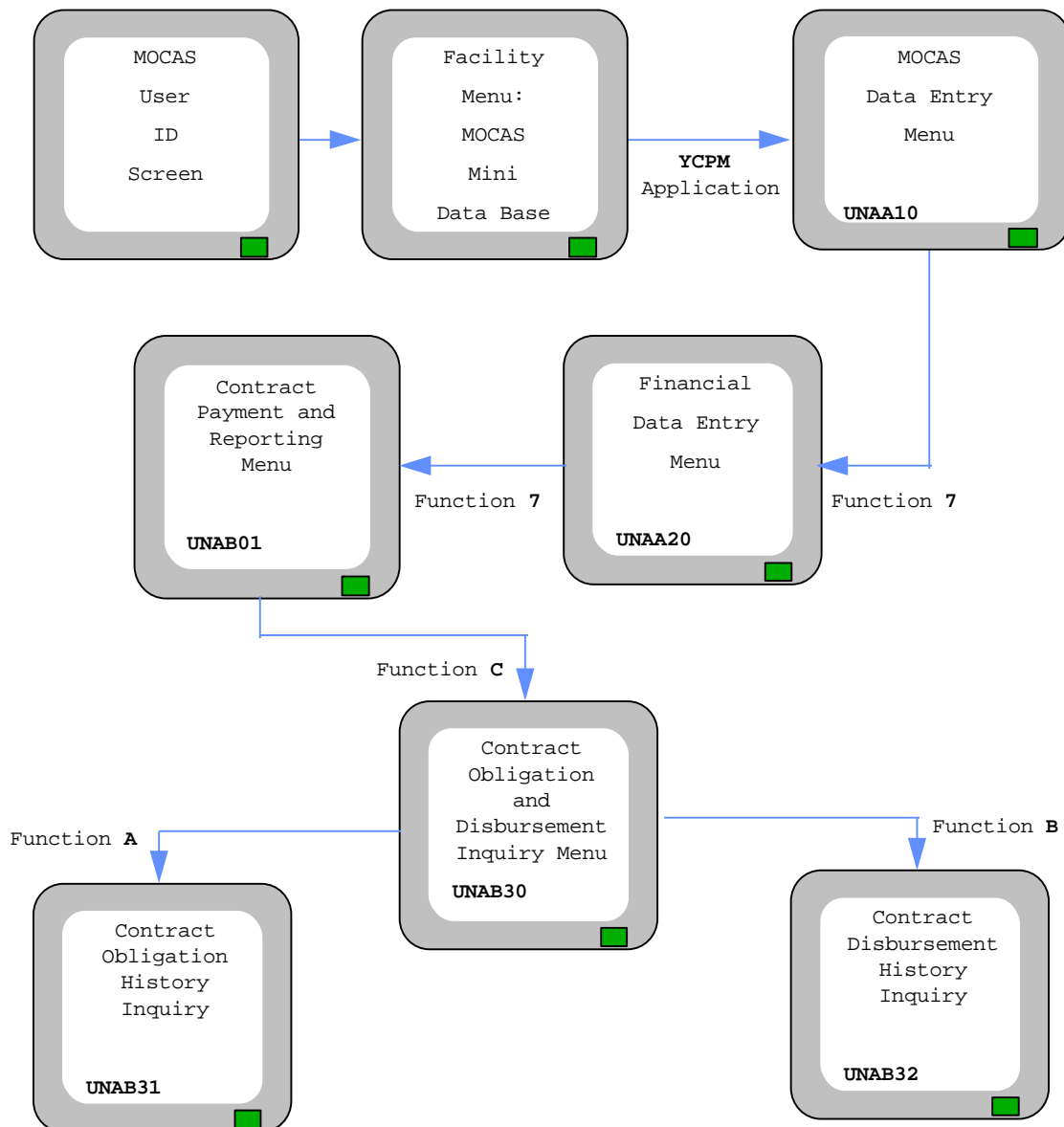
Continued on next page

Contract Obligation and Disbursement Inquiry

PURPOSE

This module provides instructions for utilizing the Contract Obligation and Disbursement History Inquiries, Screens UNAB31 and UNAB32, and the data element descriptions for these inquiries.

The following flow chart represents the system menus/screens outlined in this module.



Continued on next page

Contract Obligation and Disbursement Inquiry

Contract Obligation History Inquiry

This inquiry, screen UNAB31, displays detailed obligation transactions which include the accounting classification, the document number which established the obligation, the date and amount of the transaction, etc. The user has the option to pre-sort the data by ACRN, specific time period, or accounting station.




Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility password and user password provided to you by DFAS-CO-JXSA. Enter YCPM in the APPLICATION ID field.</p> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YCPM TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
<p>1 (Cont)</p>	<p> Use the TAB key to move from field to field and press ENTER only after all screen fields are completed.</p> <p>Successful completion of the MOCAS User ID screen will display the MOCAS Data Entry Menu, screen UNAA10.</p>
<p>2</p>	<p>On the MOCAS Data Entry Menu, screen UNAA10, select the Financial Data Entry Menu by entering 7 in the FUNCTION field. The BATCH-ID field should be left blank.</p> <div data-bbox="386 795 1377 1560" data-label="Code-Block"> <pre> UNAA10 MOCAS DATA ENTRY MENU ONLINE INPUT STATISTICS.....A BATCH STATUS INQUIRY.....B MODE XC.....X ABSTRACT CANCELLATION.....1 CONTROL DATA CHANGE: ACRN.....2 CLIN/SPIIN/ORG.....3 PIIN/SPIINORG.....4 PSCN DATA ENTRY MENU.....5 NLA NOTICE/REQUEST.....6 FINANCIAL DATA ENTRY MENU.....7 MIR DATA ENTRY.....8 INDUSTRIAL LABOR RELATIONS: MTHLY CONTRACTOR EXP LIST...9 ADDRESS CORRECTION.....10 TCMD'S.....11 EXPORT TRAFFIC RELEASE.....12 FUNCTION: 7 BATCH ID: TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:38 N </pre> </div> <p>Press ENTER. The Financial Data Entry Menu, screen UNAA20, will be displayed.</p>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
3	<p>On the Financial Data Entry Menu, screen UNAA20, select the Contract Payment and Reporting Menu by entering 7 in the FUNCTION field. The BATCH ID field should be left blank.</p> <pre> UNAA20 FINANCIAL DATA ENTRY MENU BATCH STATUS INQUIRY.....B MODE XC.....X INVOICE DATA ENTRY MENU.....1 TRANSACTIONS FOR OTHERS: DETAIL RECORD.....8 MAAPR REQUEST/DELETE DATA ENTRY.....2 MAJOR HEADER AND DELETE.....9 DISBURSEMENT DATA ENTRY MENU.....3 302 REPORT: STATEMENT OF TRANSACTIONS.....10 AF C-147 & SF1219, DD 1329.....4 STATEMENT OF ACCOUNTABILITY...11 AIR FORCE C-146 DATA ENTRY.....5 PROGRESS PAYMENT MENU.....12 ACCRUED EXPENDITURE DATA ENTRY MENU..6 CASH MANAGEMENT/PROMPT PAY MENU..13 COST AND FEE HISTORY UPDATE.....14 CONTRACT PAYMENT & REPORTING MENU....7 ACCOUNTING CLASSIFICATION MENU...15 IBOP TRANSACTIONS.....16 AUTHORIZATION REQUEST MENU.....17 FUNCTION: 7 BATCH-ID: TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:38 N </pre> <p>Press ENTER. The Contract Payment and Reporting Menu, screen UNAB01, will be displayed.</p>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION				
4	<p>On the Contract Payment and Reporting Menu, screen UNAB01, select the Contract Obligation and Disbursement Inquiry Menu by entering C in the FUNCTION field.</p> <div data-bbox="371 527 1390 919" data-label="Form"> <pre> UNAB01 CONTRACT PAYMENT & REPORTING MENU RGS CODE: XXXXXXXX COMPUTER BASED USER DOCUMENTATION A CONTRACT PAYMENT NOTICE MENU B CONTRACT OBLIGATION AND DISBURSEMENT INQUIRY MENU C ACCOUNTS RECEIVABLE MENU. D TERMINATE THIS FACILITYPA2 FUNCTION: C </pre> </div> <p>Press ENTER. The Contract Obligation and Disbursement Inquiry Menu, screen UNAB30, will be displayed.</p>				
5	<p>On the Contract Obligation and Disbursement Inquiry Menu, screen UNAB30, select Contract Obligation History by entering A in the FUNCTION field; tab to the PIIN field and enter the contract number, then the SPIIN in the SPIIN field (if applicable). The BATCH ID field should be left blank. The remainder of the fields are optional and are used to limit the scope of the inquiry. Any combination of the fields may be selected by entering the applicable data.</p> <table border="1"> <thead> <tr> <th>If...</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>All obligation trans- actions are required</td><td>Leave all optional fields blank.</td></tr> </tbody> </table>	If...	Then...	All obligation trans- actions are required	Leave all optional fields blank.
If...	Then...				
All obligation trans- actions are required	Leave all optional fields blank.				


Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION							
5 (Cont)	<table><tr><th>If...</th><th>Then...</th></tr><tr><td>Inquiry focuses on a specific period of time</td><td>Enter beginning date in Date Beginning field and ending date in Date Ending field in YYMMDD format.</td></tr><tr><td>Inquiry focuses on transactions involving a specific accounting station</td><td>Enter the station number in the Accounting Station field.</td></tr></table>	If...	Then...	Inquiry focuses on a specific period of time	Enter beginning date in Date Beginning field and ending date in Date Ending field in YYMMDD format.	Inquiry focuses on transactions involving a specific accounting station	Enter the station number in the Accounting Station field.	
	If...	Then...						
	Inquiry focuses on a specific period of time	Enter beginning date in Date Beginning field and ending date in Date Ending field in YYMMDD format.						
Inquiry focuses on transactions involving a specific accounting station	Enter the station number in the Accounting Station field.							
<div>UNAB30 CONTRACT OBLIGATION AND DISBURSEMENT INQUIRY MENU CBUD: </div>								


Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
6	<p>Continue to press ENTER until the entire inquiry has been displayed.</p> <p> ACRN totals will not be displayed unless a specific ACRN is selected on the Contract Obligation and Disbursement Inquiry Menu, screen UNAB30.</p> <div><pre>UNAB31 CONTRACT OBLIGATION HISTORY INQUIRY CBUD: RGS CODE: XXXXXXXX PIIN: F33657 94 C0001 SPIIN: ACRN: AA CONTRACT OBLIGATION: 149615016.00 ACRN OBLIGATION: 44492724.00 SVC CODE: 2 ACRN: AA LIMIT: FUND CODE: 29 APPROP: ACCT CLASS: 5 36 20 654143 010100 00000 64226F ACTG STAT: 595600 DOC: P00019 TRNS DT: 96 FEB 20 TC: FT: AMT: 124070.00 CNCLD-FND-IND: SVC CODE: 2 ACRN: AA LIMIT: FUND CODE: 29 APPROP: ACCT CLASS: 5 36 20 654143 010100 00000 64226F ACTG STAT: 595600 DOC: P00002 TRNS DT: 96 JAN 24 TC: FT: AMT: 19965.00 CNCLD-FND-IND: SVC CODE: 2 ACRN: AA LIMIT: FUND CODE: 29 APPROP: ACCT CLASS: 5 36 20 654143 010100 00000 64226F ACTG STAT: 595600 DOC: P00015 TRNS DT: 95 DEC 20 TC: FT: AMT: 484150.00 CNCLD-FND-IND: SVC CODE: 2 ACRN: AA LIMIT: FUND CODE: 29 APPROP: ACCT CLASS: 5 36 20 654143 010100 00000 64226F ACTG STAT: 595600 DOC: P00013 TRNS DT: 95 DEC 20 TC: FT: AMT: 885000.00 CNCLD-FND-IND: MORE PRESS ENTER FOR MORE INQUIRIES OR PA2 TO EXIT</pre></div>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
6 (Cont)	 The screen will display a maximum of four transactions. When the inquiry contains more than four transactions, the messages "MORE" and "PRESS ENTER FOR MORE INQUIRIES OR PA2 TO EXIT" will be displayed in the lower left hand corner of the screen. Press ENTER to display additional transactions until all transactions have been displayed and the messages "*END" and "PRESS PA2 TO RETURN TO PREVIOUS MENU SCREEN" are displayed in the lower left hand corner of the screen.
7	Press F2 to return to the Contract Obligation and Disbursement Inquiry Menu (screen UNAB30).

The data element descriptions for the Contract Obligation History Inquiry, screen UNAB31, follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
RGS CODE	Reading Group Specialist Code. The user ID of the person performing the inquiry.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ACRN	Accounting Classification Reference Number. A control number used to relate the long line of accounting information to the contract line item records. This field will only contain data if the ACRN was entered as one of the optional fields used to limit the scope of the inquiry. The amount reflected here may not be the same amount reflected on the CLR; refer to the foreword of this module.

Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description																		
CONTRACT OBLIGATION	Contract Obligation. The total obligation at contract level for the contract. The amount reflected here may not be the same amount as the CLR; refer to the foreword of this module.																		
ACRN OBLIGATION	Accounting Classification Reference Number (ACRN) Obligation. The total obligation at ACRN level for the ACRN being queried. This field will only contain data if the ACRN was entered as one of the optional fields used to limit the scope of the inquiry. The amount reflected here may not be the same amount on the CLR; refer to the foreword of this module.																		
SVC CODE	<p>Service Code. A one position code identifying the agency or military service providing the funding.</p> <table border="1"> <thead> <tr> <th>SVC CODE</th><th>SERVICE</th></tr> </thead> <tbody> <tr> <td>1</td><td>Army</td></tr> <tr> <td>2</td><td>Air Force</td></tr> <tr> <td>3</td><td>DLA (includes OSD)</td></tr> <tr> <td>4</td><td>Navy</td></tr> <tr> <td>5</td><td>Army (paid in Canadian funds)</td></tr> <tr> <td>6</td><td>Air Force (paid in Canadian funds)</td></tr> <tr> <td>7</td><td>DLA (paid in Canadian funds)</td></tr> <tr> <td>8</td><td>Navy (paid in Canadian funds)</td></tr> </tbody> </table>	SVC CODE	SERVICE	1	Army	2	Air Force	3	DLA (includes OSD)	4	Navy	5	Army (paid in Canadian funds)	6	Air Force (paid in Canadian funds)	7	DLA (paid in Canadian funds)	8	Navy (paid in Canadian funds)
SVC CODE	SERVICE																		
1	Army																		
2	Air Force																		
3	DLA (includes OSD)																		
4	Navy																		
5	Army (paid in Canadian funds)																		
6	Air Force (paid in Canadian funds)																		
7	DLA (paid in Canadian funds)																		
8	Navy (paid in Canadian funds)																		

Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description
ACRN	Accounting Classification Reference Number. This is the ACRN related to the transaction being displayed.
FUND CODE	Fund Code. A two-position code that represents the appropriation shown in the appropriation field.
APPROP	Appropriation. The ten-position code established by the treasury department as cited in the contract.
ACCT CLASS	Accounting Classification. The remainder of the long line of accounting which follows the appropriation and limit/subhead fields. Refer to On-line Abstract, ACRN Accounting Data, module 4 of this DP.
ACTG STAT	Accounting Station. A six-position code that identifies the accounting station.
DOC	Document Reference. This field identifies the type of document that initiated the obligation transaction.
TRNS DT	Transaction Date. The date the transaction was processed in MOCAS.
TC	Transaction Code. A two-position code which identifies the type of obligation transaction. This field may contain two blanks or one blank and one alpha character, or two alpha characters.

Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description																						
TC (Cont)	<table> <tr> <th>Code</th><th>Description</th></tr> <tr> <td>Blank</td><td>Basic obligation</td></tr> <tr> <td>T</td><td>Transportation</td></tr> <tr> <td>D</td><td>Discount</td></tr> <tr> <td>Q</td><td>Quantity variance</td></tr> <tr> <td>R</td><td>Air Force reimbursable</td></tr> <tr> <td>W</td><td>Work-in-progress payment (WIP)</td></tr> <tr> <td>L</td><td>Liquidated damages</td></tr> <tr> <td>A</td><td>Advance payment</td></tr> <tr> <td>M</td><td>Memo entry</td></tr> <tr> <td>P</td><td>Postage</td></tr> </table>	Code	Description	Blank	Basic obligation	T	Transportation	D	Discount	Q	Quantity variance	R	Air Force reimbursable	W	Work-in-progress payment (WIP)	L	Liquidated damages	A	Advance payment	M	Memo entry	P	Postage
Code	Description																						
Blank	Basic obligation																						
T	Transportation																						
D	Discount																						
Q	Quantity variance																						
R	Air Force reimbursable																						
W	Work-in-progress payment (WIP)																						
L	Liquidated damages																						
A	Advance payment																						
M	Memo entry																						
P	Postage																						
FT	Force Through Indicator. A code of Y indicates that the transaction was forced through to override system edits.																						
AMT	Amount. The amount of the obligation transaction.																						
CNCLD-FND-IND	Canceled Funds Indicator. An alpha character in this field indicates that the transaction processed after the funds were canceled. Each alpha represents the year the appropriation was canceled.																						

Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description																
CNCLD-FND-IND (Continued)	<table> <tr> <th>Alpha</th><th>Represents</th></tr> <tr> <td>A</td><td>FY93</td></tr> <tr> <td>B</td><td>FY94</td></tr> <tr> <td>C</td><td>FY95</td></tr> <tr> <td>D</td><td>FY96</td></tr> <tr> <td>E</td><td>FY97</td></tr> <tr> <td>F</td><td>FY98</td></tr> <tr> <td>G</td><td>FY99</td></tr> </table>	Alpha	Represents	A	FY93	B	FY94	C	FY95	D	FY96	E	FY97	F	FY98	G	FY99
Alpha	Represents																
A	FY93																
B	FY94																
C	FY95																
D	FY96																
E	FY97																
F	FY98																
G	FY99																

Continued on next page

Contract Obligation and Disbursement Inquiry

**Contract
Disbursement
History
Inquiry**


This inquiry, screen UNAB32, displays detailed disbursement transactions which include the accounting classification, the long line of accounting, the date and amount of the transaction, voucher number, etc. The user has the option to presort the data by ACRN, specific time period, accounting station, type of payment, shipment number, or type of withhold.



Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility password and user password provided to you by DFAS-CO-JXSA. Enter YCPM in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YCPM TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p> Use the TAB key to move from field to field and press ENTER only after all screen fields are completed.</p> <p>Successful completion of the MOCAS User ID screen will display the MOCAS Data Entry Menu, screen UNAA10.</p>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
2	<p>On the MOCAS Data Entry Menu, screen UNAA10, select the Financial Data Entry Menu by entering 7 in the FUNCTION field. The BATCH ID field should be left blank.</p> <div><pre>UNAA10 MOCAS DATA ENTRY MENU ONLINE INPUT STATISTICS.....A BATCH STATUS INQUIRY.....B MODE XC.....X ABSTRACT CANCELLATION.....1 CONTROL DATA CHANGE: ACRN.....2 CLIN/SPIIN/ORG.....3 PIIN/SPIINORG.....4 PSCN DATA ENTRY MENU.....5 NLA NOTICE/REQUEST.....6 FINANCIAL DATA ENTRY MENU.....7 MIR DATA ENTRY.....8 INDUSTRIAL LABOR RELATIONS: MTHLY CONTRACTOR EXP LIST...9 ADDRESS CORRECTION.....10 TCMD'S.....11 EXPORT TRAFFIC RELEASE.....12 FUNCTION: 7 BATCH ID: TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:38 N</pre></div> <p>Press ENTER. The Financial Data Entry Menu, screen UNAA20, will be displayed.</p>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
3	<p>On the Financial Data Entry Menu, screen UNAA20, select the Contract Payment and Reporting Menu by entering 7 in the FUNCTION field. The BATCH ID field should be left blank.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> UNAA20 FINANCIAL DATA ENTRY MENU BATCH STATUS INQUIRY.....B MODE XC.....X INVOICE DATA ENTRY MENU.....1 TRANSACTIONS FOR OTHERS: DETAIL RECORD.....8 MAAPR REQUEST/DELETE DATA ENTRY.....2 MAJOR HEADER AND DELETE.....9 DISBURSEMENT DATA ENTRY MENU.....3 302 REPORT: STATEMENT OF TRANSACTIONS.....10 AF C-147 & SF1219, DD 1329.....4 STATEMENT OF ACCOUNTABILITY...11 AIR FORCE C-146 DATA ENTRY.....5 PROGRESS PAYMENT MENU.....12 ACCRUED EXPENDITURE DATA ENTRY MENU..6 CASH MANAGEMENT/PROMPT PAY MENU..13 COST AND FEE HISTORY UPDATE.....14 CONTRACT PAYMENT & REPORTING MENU...7 ACCOUNTING CLASSIFICATION MENU...15 IBOP TRANSACTIONS.....16 AUTHORIZATION REQUEST MENU.....17 FUNCTION: 7 BATCH-ID: TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:38 N </pre> </div> <p>Press ENTER. The Contract Payment and Reporting Menu, screen UNAB01, will be displayed.</p>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION				
4	<p>On the Contract Payment and Reporting Menu, screen UNAB01, select the Contract Obligation and Disbursement Inquiry Menu by entering C in the FUNCTION field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> UNAB01 CONTRACT PAYMENT & REPORTING MENU RGS CODE: XXXXXXXX COMPUTER BASED USER DOCUMENTATION A CONTRACT PAYMENT NOTICE MENU B CONTRACT OBLIGATION AND DISBURSEMENT INQUIRY MENU C ACCOUNTS RECEIVABLE MENU. D TERMINATE THIS FACILITYPA2 FUNCTION: C </pre> </div> <p>Press ENTER. The Contract Obligation and Disbursement Inquiry Menu, screen UNAB30, will be displayed.</p>				
5	<p>On the Contract Obligation and Disbursement Inquiry Menu, screen UNAB30, select the Contract Disbursement History by entering B in the FUNCTION field; tab to the PIIN field, enter the contract number, then the SPIIN (if applicable). The BATCH ID field should be left blank. The remainder of the fields are optional and are used to limit the scope of the inquiry. Any combination of the fields may be selected by entering the applicable data.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If...</th><th style="text-align: center;">Then...</th></tr> </thead> <tbody> <tr> <td style="padding: 5px;">All disbursement transactions are required</td><td style="padding: 5px;">Leave all optional fields blank.</td></tr> </tbody> </table>	If...	Then...	All disbursement transactions are required	Leave all optional fields blank.
If...	Then...				
All disbursement transactions are required	Leave all optional fields blank.				



Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION										
5 (Cont)	<table><tr><th>If...</th><th>Then...</th></tr><tr><td>Inquiry focuses on a specific contract ACRN</td><td>Enter the ACRN in the ACRN field.</td></tr><tr><td>Inquiry focuses on transactions involving a specific accounting station</td><td>Enter the station number in the Accounting Station field.</td></tr><tr><td>Inquiry focuses on a specific type of payment code</td><td>Complete the Type of Payment Code field.</td></tr><tr><td>Inquiry focuses on a specific shipment number</td><td>Complete the Shipment Number field.</td></tr></table>	If...	Then...	Inquiry focuses on a specific contract ACRN	Enter the ACRN in the ACRN field.	Inquiry focuses on transactions involving a specific accounting station	Enter the station number in the Accounting Station field.	Inquiry focuses on a specific type of payment code	Complete the Type of Payment Code field.	Inquiry focuses on a specific shipment number	Complete the Shipment Number field.
	If...	Then...									
	Inquiry focuses on a specific contract ACRN	Enter the ACRN in the ACRN field.									
	Inquiry focuses on transactions involving a specific accounting station	Enter the station number in the Accounting Station field.									
	Inquiry focuses on a specific type of payment code	Complete the Type of Payment Code field.									
Inquiry focuses on a specific shipment number	Complete the Shipment Number field.										
	<div><div>UNAB30 CONTRACT OBLIGATION AND DISBURSEMENT INQUIRY MENU</div><div>CBUD: </div></div>										

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
6	<p>Continue to press ENTER until the entire inquiry has been displayed.</p> <p> ACRN totals will not be displayed unless a specific ACRN is selected on the Contract Obligation and Disbursement Inquiry Menu, screen UNAB30.</p> <div data-bbox="386 653 1390 1314" data-label="Text"> <pre> UNAB32 CONTRACT DISBURSEMENT HISTORY INQUIRY CBUD: RGS CODE: XXXXXXXX PIIN: F33657 94 C0001 SPIIN: ACRN: AA CONTRACT OBLIGATION: 149615016.00 ACRN OBLIGATION: 44492724.00 CONTRACT DISBURSEMENTS: 105873251.77 ACRN DISBURSEMENTS: 44348689.00 DISB AMT: 2343503.03 SV: 2 ACRN: AA LIMIT: FC: 29 APPROP: 57 53600 ACCT CLASS: 5 36 20 654143 010100 00000 64226F ACTG STAT: 595600 PP: 020 TR CD: CC: TY PMT: 2 DOV: D16907 SHP NO: BVN0020 FT: DATE: 95 DEC 28 CLIN-ELIN: SHP-TO: QTY: 00000000 CNCLD-FND-IND: DISB AMT: 1163608.20 SV: 2 ACRN: AA LIMIT: FC: 29 APPROP: 57 53600 ACCT CLASS: 5 36 20 654143 010100 00000 64226F ACTG STAT: 595600 PP: 019 TR CD: CC: TY PMT: 2 DOV: D12903 SHP NO: BVN0019 FT: DATE: 95 DEC 08 CLIN-ELIN: SHP-TO: QTY: 00000000 CNCLD-FND-IND: DISB AMT: 3434189.67 SV: 2 ACRN: AA LIMIT: FC: 29 APPROP: 57 53600 ACCT CLASS: 5 36 20 654143 010100 00000 64226F ACTG STAT: 595600 PP: 018 TR CD: CC: TY PMT: 2 DOV: D09303 SHP NO: BVN0018 FT: DATE: 95 NOV 21 CLIN-ELIN: SHP-TO: QTY: 00000000 CNCLD-FND-IND: MORE PRESS ENTER FOR MORE INQUIRIES OR PA2 TO EXIT </pre> </div> <p> The screen will display a maximum of four transactions. When an inquiry contains more than four transactions, the messages "MORE" and "PRESS ENTER FOR MORE INQUIRIES OR PA2 TO EXIT" will be displayed in the lower left hand corner of the screen. Press ENTER to display additional transactions until all transactions have been displayed and the messages "*END" and "PRESS PA2 TO RETURN TO PREVIOUS MENU SCREEN" are displayed in the lower left hand corner of the screen.</p>

Continued on next page

Contract Obligation and Disbursement Inquiry

STEP	ACTION
7	Press F2 to return to the Contract Obligation and Disbursement Inquiry Menu (screen UNAB30).

The data element descriptions for the Contract Disbursement History Inquiry, screen UNAB32, follow.

Data Element	Description
CBUD	Computer Based User Documentation. Provides on-line documentation/information regarding specific fields. Simply enter the data element name exactly as it appears on the screen.
RGS CODE	Reading Group Specialist Code. The user ID of the person performing the inquiry.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplemental Procurement Instrument Identification Number.
ACRN	Accounting Classification Reference Number. This is a control number used to relate the long line of accounting information to the contract line item records. This field will only contain data if the ACRN was entered as one of the optional fields used to limit the scope of the inquiry. The amount reflected here may not be the same amount as reflected on the CLR; refer to the note in the foreword of this module.
CONTRACT OBLIGATION	Contract Obligation. The total obligation at contract level for the contract being queried. The amount reflected here may not be the same amount as the CLR; refer to the note in the foreword of this module.

Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description										
ACRN OBLIGATION	ACRN Obligation. The total obligation at ACRN level for the ACRN being queried. This field will only contain data if the ACRN was entered as one of the optional fields used to limit the scope of the inquiry. The amount reflected here may not be the same amount as reflected on the CLR; refer to the note in the foreword of this module.										
CONTRACT DISBURSEMENTS	Contract Disbursements. The total amount disbursed to date at the contract level for the contract queried. The amount reflected here may not correlate to the CLR; refer to the note in the foreword of this module.										
ACRN DISBURSEMENTS	ACRN Disbursements. The total amount disbursed to date at the ACRN level for the ACRN queried. This field will only contain data if the ACRN was entered as one of the optional fields used to limit the scope of the inquiry. The amount reflected here may not be the same amount as reflected on the CLR; refer to the note in the foreword of this module.										
DISB AMT	Disbursement Amount. The dollar value of the individual disbursement transaction.										
SV	<p>Service Code. A one-position code identifying the agency or military service providing the funding.</p> <table border="1"> <thead> <tr> <th>SVC Code</th><th>Service</th></tr> </thead> <tbody> <tr> <td>1</td><td>Army</td></tr> <tr> <td>2</td><td>Air Force</td></tr> <tr> <td>3</td><td>DLA (includes OSD)</td></tr> <tr> <td>4</td><td>Navy</td></tr> </tbody> </table>	SVC Code	Service	1	Army	2	Air Force	3	DLA (includes OSD)	4	Navy
SVC Code	Service										
1	Army										
2	Air Force										
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Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description										
SV (Cont)	<table> <tr> <th>SVC Code</th><th>Service</th></tr> <tr> <td>5</td><td>Army (paid in Canadian funds)</td></tr> <tr> <td>6</td><td>Air Force (paid in Canadian funds)</td></tr> <tr> <td>7</td><td>DLA (paid in Canadian funds)</td></tr> <tr> <td>8</td><td>Navy (paid in Canadian funds)</td></tr> </table>	SVC Code	Service	5	Army (paid in Canadian funds)	6	Air Force (paid in Canadian funds)	7	DLA (paid in Canadian funds)	8	Navy (paid in Canadian funds)
SVC Code	Service										
5	Army (paid in Canadian funds)										
6	Air Force (paid in Canadian funds)										
7	DLA (paid in Canadian funds)										
8	Navy (paid in Canadian funds)										
ACRN	Accounting Classification Reference Number. This is the ACRN related to the transaction being displayed.										
LIMIT	Limit/Subhead. A four-position field which further breaks down the appropriation and designates a specific purpose for the funds.										
FC	Fund Code. A two-position code that represents the appropriation shown in the appropriation field.										
APPROP	Appropriation. The ten-position code established by the treasury department as cited in the contract.										
ACCT CLASS	Accounting Classification. The remainder of the long line of accounting which follows the appropriation and limit/subhead fields. Refer to On-line Abstract, ACRN Accounting Data, module 4 of this DP.										
ACTG STAT	Accounting Station. A six-position code that identifies the accounting station.										


Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description																						
PP	Partial Payment Number. This field identifies the partial payment number for the disbursement transaction.																						
TR CD	<p>Transaction Code. A two-position code which identifies the type of disbursement transaction. This field may contain two blanks, one blank and one alpha charcter, or two alpha characters.</p> <table> <tr> <th>TR Code</th><th>Description</th></tr> <tr> <td>Blank</td><td>Basic obligation</td></tr> <tr> <td>T</td><td>Transportation</td></tr> <tr> <td>D</td><td>Discount</td></tr> <tr> <td>Q</td><td>Quantity variance</td></tr> <tr> <td>R</td><td>Air Force reimbursable</td></tr> <tr> <td>W</td><td>Work-in-progress payment (WIP)</td></tr> <tr> <td>L</td><td>Liquidated damages</td></tr> <tr> <td>A</td><td>Advance payment</td></tr> <tr> <td>M</td><td>Memo entry</td></tr> <tr> <td>P</td><td>Postage</td></tr> </table>	TR Code	Description	Blank	Basic obligation	T	Transportation	D	Discount	Q	Quantity variance	R	Air Force reimbursable	W	Work-in-progress payment (WIP)	L	Liquidated damages	A	Advance payment	M	Memo entry	P	Postage
TR Code	Description																						
Blank	Basic obligation																						
T	Transportation																						
D	Discount																						
Q	Quantity variance																						
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A	Advance payment																						
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P	Postage																						

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Contract Obligation and Disbursement Inquiry

Data Element	Description														
CC	<p>Collection Code. A one-position code identifying the transaction as a collection/deduction.</p> <table border="1"> <thead> <tr> <th>Code</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1</td><td>For any item that appears as a deduction/collection on subvoucher.</td></tr> <tr> <td>2</td><td>IBOP payments.</td></tr> </tbody> </table> <p> A collection code of 1 also indicates an adjustment automatically updated the external reports. This does not mean that adjustments processed with a blank CC were not updated and reported externally.</p>	Code	Description	1	For any item that appears as a deduction/collection on subvoucher.	2	IBOP payments.								
Code	Description														
1	For any item that appears as a deduction/collection on subvoucher.														
2	IBOP payments.														
TY PMT	<p>Type of Payment Code. This one-position code identifies the type of payment.</p> <table border="1"> <thead> <tr> <th>TY PMT</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1</td><td>Complete/final payment</td></tr> <tr> <td>2</td><td>Partial payment</td></tr> <tr> <td>3</td><td>WIP payment</td></tr> <tr> <td>4</td><td>Advance payment</td></tr> <tr> <td>8</td><td>Navy adjustment</td></tr> <tr> <td>9</td><td>Adjustment or correction (all services)</td></tr> </tbody> </table>	TY PMT	Description	1	Complete/final payment	2	Partial payment	3	WIP payment	4	Advance payment	8	Navy adjustment	9	Adjustment or correction (all services)
TY PMT	Description														
1	Complete/final payment														
2	Partial payment														
3	WIP payment														
4	Advance payment														
8	Navy adjustment														
9	Adjustment or correction (all services)														
DOV	<p>Disbursing Office Voucher Number. This six-position serial sequence number is assigned during processing of the adjustment.</p>														

Continued on next page

Contract Obligation and Disbursement Inquiry

Data Element	Description																
SHP NO	Shipment Number. The shipment number referenced for a payment transaction.																
FT	Force Through Indicator. A code of Y indicates that the transaction was forced through to override system edits.																
DATE	Transaction Date. The date the transaction was processed in MOCAS.																
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number.																
SHP-TO	Shipped To. DODAAC for location where the goods were shipped.																
QTY	Quantity. The number of items per shipment.																
CNCLD-FND-IND	<p>Canceled Funds Indicator. An alpha character in this field indicates that the transaction processed after the funds were canceled. Each alpha represents the year the appropriation was canceled.</p> <table border="1"> <thead> <tr> <th>Alpha</th><th>Represents</th></tr> </thead> <tbody> <tr> <td>A</td><td>FY93</td></tr> <tr> <td>B</td><td>FY94</td></tr> <tr> <td>C</td><td>FY95</td></tr> <tr> <td>D</td><td>FY96</td></tr> <tr> <td>E</td><td>FY97</td></tr> <tr> <td>F</td><td>FY98</td></tr> <tr> <td>G</td><td>FY99</td></tr> </tbody> </table>	Alpha	Represents	A	FY93	B	FY94	C	FY95	D	FY96	E	FY97	F	FY98	G	FY99
Alpha	Represents																
A	FY93																
B	FY94																
C	FY95																
D	FY96																
E	FY97																
F	FY98																
G	FY99																

End of Module

Contractors Invoice Inquiry

FOREWORD The Contractors Invoice Inquiry Menu, screen UNAA80, allows the user to select either of two invoice inquiries. The user can view a detailed record of invoices submitted against a particular shipment, or a summary list of all invoices submitted against a contract.

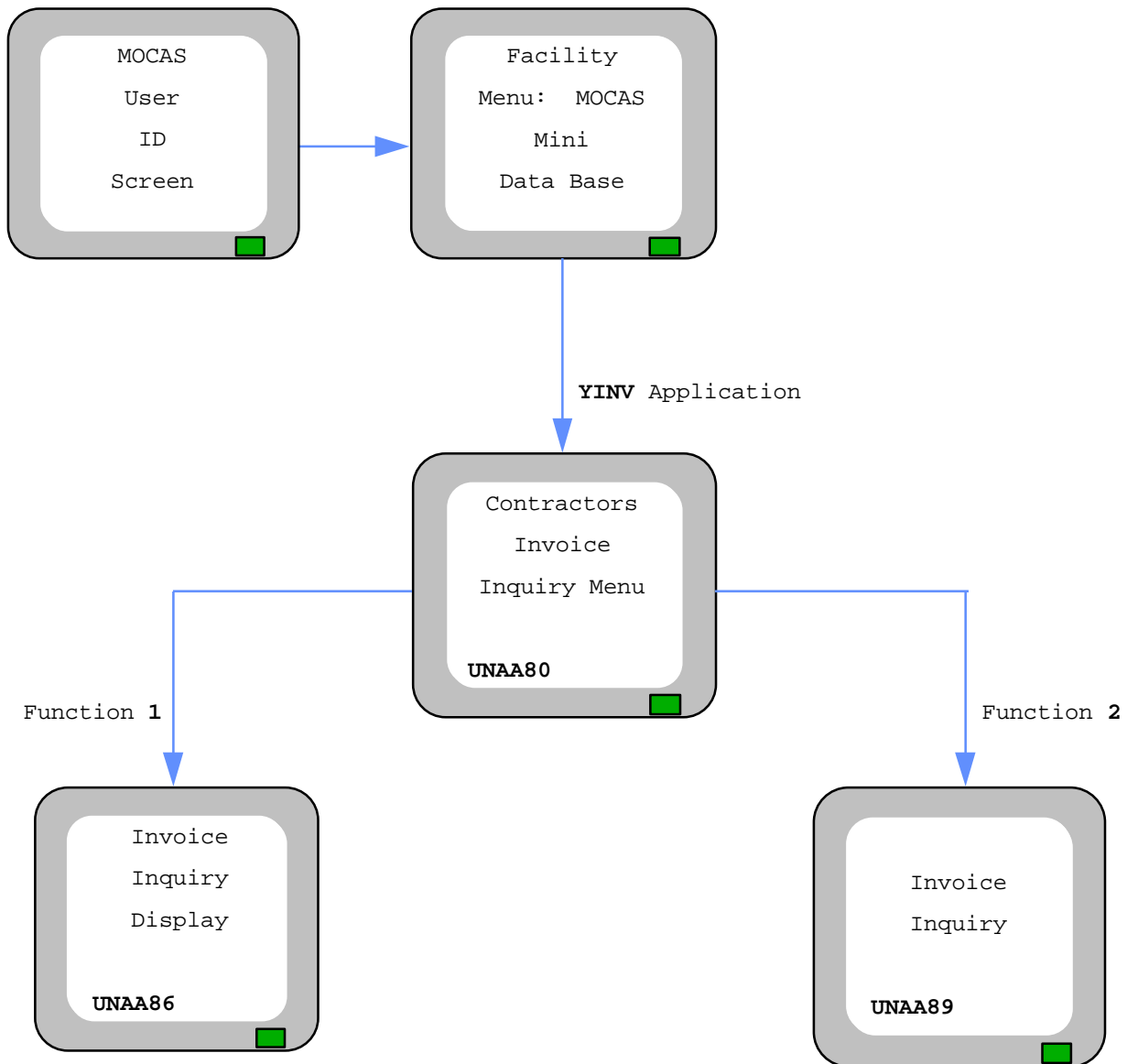
PURPOSE This module provides instructions for making invoice inquiries and the data element descriptions for these inquiries. This module consists of two sections:

- Invoice Inquiry Display and;
- Invoice Inquiry.

The following flow chart represents the system menus/screens outlined in this module.

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Contractors Invoice Inquiry



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Contractors Invoice Inquiry

Invoice Inquiry Display This inquiry displays a detailed record of invoices submitted for a specific contract. Information displayed includes date received, processed date, date paid, check number, etc.




Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in step 1 below. See initial MOCAS Sign-on procedures in Module 3 if you have not already signed on to this screen.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility and user passwords provided to you by DFAS-CO-JXSA. Enter YINV in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YINV TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p>Press ENTER. Successful completion of the MOCAS User ID screen will display the Contractors Invoice Inquiry Menu, screen UNAA80.</p>

Continued on next page

Contractors Invoice Inquiry

STEP	ACTION
2	<p>On the Contractors Invoice Inquiry Menu, screen UNAA80, select Invoice Inquiry Display by entering 1 in the FUNCTION field, and enter the PIIN, SPIIN, and shipment number (optional) in the appropriate fields.</p> <p> If the optional shipment number field is entered, only those invoices submitted for the specified shipment number will be displayed; if left blank, the system will display all invoices submitted.</p> <div data-bbox="391 764 1377 1304"><pre>UNAA80 CONTRACTORS INVOICE INQUIRY MENU INVOICE DISPLAY 1 INVOICE INQUIRY LIST 2 FUNCTION: 1 PIIN: N61339 86 C0152 SPIIN: SHP-NO:</pre></div> <p>Press ENTER. The Invoice Inquiry Display, screen UNAA86, will be displayed.</p>

Continued on next page

Contractors Invoice Inquiry

STEP	ACTION
3	<p>The system displays one invoice at a time. When the inquiry contains multiple invoices, the message "PRESS ENTER TO VIEW MORE INVOICES OR PA2 TO EXIT" will be displayed in the lower left hand corner of the screen. Press ENTER to view more invoices, or F2 to return to the Contractors Invoice Inquiry Menu, screen UNAA80.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> UNAA86 INVOICE INQUIRY DISPLAY RECORD NO: 1 PIIN SPIIN INV-NO SHP-NO DATE-RCVD PREP-DATE DUE DATE N6133986C0152 A3694007 ORL0016 941220 941217 950119 ADPE-NO DS RC PROC-DATE REMARK INVOICE AMOUNT I/A-CODE LOC-CODE 177060 F 950208 547,297.00 6 AM INV-DISC CONT-DISC DEST-DISC DATE PAID CHECK-NO CHECK AMOUNT VOIDED N N 950208 E1000040 . Y CAO-EFF-DATE SECTION ORG ACO CAGE CONTRACTOR/ADDRESS 091086 1 AM AME 16331 MARTIN MARIETTA CORP DAYTONA BEAC FL 13902 PRESS ENTER TO VIEW MORE INVOICES OR PA2 TO EXIT TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:43 N C </pre> </div> <p>When all invoices on the inquiry have been displayed, the message "PRESS PA2 TO RETURN TO INVOICE INQUIRY MENU" will be displayed in the lower left of the screen.</p>

The data element descriptions for the Invoice Inquiry Display screen (UNAA86) follow.

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Contractors Invoice Inquiry

Data Element	Description
RECORD NO	Record Number. A sequence number of the invoice being displayed.
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplementary Procurement Instrument Identification Number.
INV-NO	<p>Invoice Number. The number assigned to the invoice for identification.</p> <ul style="list-style-type: none">• On commercial invoices, the contractor assigns this number to the invoice.<ul style="list-style-type: none">• For Performance Based Payments (PBPs) a prefix of PBPA is added to the invoice number for US funded requests; a prefix of PBPB is added for FMS funded requests.• On DD Forms 250, the contractor assigns this number in Block 6.• On SF 1034, a BVN prefix is added to the voucher number on the form (four digits)• On SF 1443, a prefix of PPRA or PPRB (as applicable) is added to the number reflected in the Request Number block on the form.
SHP-NO	Shipment Number. The number that is used to match the invoice to the acceptance.
DATE-RCVD	Date Received. The date the invoice was received at DFAS.

Continued on next page

Contractors Invoice Inquiry

Data Element	Description								
PREP DATE	Preparation Date. The contractor's invoice preparation date as it appears on the invoice. If no date on the invoice, this date will be the received date (YYMMDD).								
DUE DATE	Due Date. The date invoice is due to be paid.								
ADPE NO	Automated Data Processing Equipment Number. A locally assigned number for invoice control.								
DS	Document Support. Codes identifying documentation attached to the invoice. <table border="1"> <thead> <tr> <th>Code</th><th>Description</th></tr> </thead> <tbody> <tr> <td>E</td><td>Evidence of shipment</td></tr> <tr> <td>T</td><td>Transportaion</td></tr> <tr> <td>P</td><td>Postage</td></tr> </tbody> </table>	Code	Description	E	Evidence of shipment	T	Transportaion	P	Postage
Code	Description								
E	Evidence of shipment								
T	Transportaion								
P	Postage								
RC	Reason Code. This code is assigned either automatically or manually and identifies the status of the invoice.								

RC	VARIABLE	REASON
A	blank	Awaiting source acceptance.
	AP	Previously coded "C" and now awaiting source acceptance.
B	blank	Awaiting destination acceptance.
	AP	Previously coded "C" and now awaiting destination acceptance.

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
C	blank	Awaiting contract or delivery order.
	MIL	Awaiting hard copy of contract.
D	blank	Awaiting additional contractual documents.
	ADD	Requires additional funds for payment.
	DIFF	Contains different data than contract.
	DEF	Needs the contract to be definitized.
	MACT	Awaiting modification to recertify expired funds.
	1716	DD 1716 issued against a modification to correct a deficiency.
	1716A	DD 1716 issued against a modification to correct a deficiency. The modification contained an inaccurate or incomplete ACRN. The modification may also have been input into MOCAS with a holding ACRN prior to April 15, 1996.
E	01	<u>CONTRACTS:</u> Payment Office Verification. a. DFAS-CO is not the paying office.
	02	Resubmit invoice after modification is issued. a. Awaiting definitizing mod.
	03	<u>INVOICES:</u> Contract number on invoice is... a. Missing. b. Incomplete. c. Incorrect.
	04	Insufficient invoice copies.

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Contractors Invoice Inquiry

RC	VARIABLE	REASON
E (Cont)	05	Duplicate invoice/shipment number. a. Duplicate of paid invoice number. b. Duplicate shipment number.
	06	Shipment number is missing/incorrect. a. Invoice b. BVN
	07	Evidence of shipment required.
	08	Invoice approval required. a. ACO b. PCO c. TCO (Termination) d. DCAA (Public Vouchers) e. COTR (Contracting Officer Tech Rep)
	09	Invoice to be returned per... a. Transportation Officer. b. ACO instructions. c. PCO instructions.
	10	Item number on invoice requires verification. a. Item number missing. b. Item number incorrect. c. Invoice and DD 250 do not match.
	11	Invoice not billed in accordance with contract. a. Unit of measure is missing/incorrect. b. Invoice must be totaled correctly. c. Item information is missing/incorrect. d. ACRN information is missing/incorrect. e. Unit price is missing/incorrect. f. Extended amount is missing/incorrect. g. Other.

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Contractors Invoice Inquiry

RC	VARIABLE	REASON
E (Cont)	12	<u>DD FORM 250s:</u> DD 250 Errors. a. Distribution not made to CAO terminal. b. Acceptance point (Block 8) needs correction. c. Item number (block 15) needs correction. d. Shipped without Government Source Inspection. e. Block 15-19 corrections require QA verification.
	13	Inspection/Acceptance problems. a. Material not received/need proof of delivery. b. Material rejected.
	14	Unauthorized over shipment.
	15	<u>Miscellaneous:</u> Re-input of invoice to generate an automatic payment. (NOTE: Invoice previously rejected as a manual payment.)
	16	Input Error. a. Contract Number b. Shipment Number c. Discount Rate d. Invoice Amount e. Received Date f. Transportation not entered g. Evidence of shipment not entered h. ADPE number i. Organization code
	17	Transportation. a. Invoice requires freight bill, charge over \$190.00 (send copy to Transportation Officer). b. Transportation not authorized per contract.

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Contractors Invoice Inquiry

RC	VARIABLE	REASON
E (Cont)	18	Invoices not returned to the contractor. a. Duplicate of unpaid invoice. b. Invoice assigned to another division.
	19	All other reasons for return to contractor. a. Closing statements required (BVNs). b. Returned for legible documentation. c. Other: state reason.
	PP	Progress Payment rejected. The system will automatically code.
F	blank	Has been manually paid or manually coded "F".
	AP	Has been coded paid automatically.
G	blank	Has been coded "G" from another reason code.
	AP	Matched with an acceptance in the system and is awaiting manual review.
	**	A manual payment suspended in the system is waiting to be paid.
	**AP	An automatic payment in the system waiting to be paid.
	AREQ	Invoice in Prevalidation.
H	ACO	Awaiting approval from Administrative Contracting Officer.
	AP	Awaiting approval.
	FAAP	Awaiting First Article Approval.
	GMSW	Requires approval from TO for Guaranteed Maximum Shipping Weight.

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
H (Cont)	MSS	Requires approval from TO for Minimum Size Shipment.
	PCO	Awaiting approval from Procurement Contracting Officer.
	STOP	Appropriation over-extended at Treasury level.
	TCO	Awaiting approval from Termination Contracting Officer.
	TO	Awaiting approval from Transportation Officer.
	TRA	For transportation only invoices, over \$190.00, with shipment number TRA####.
I	blank	Awaiting acceptance review, i.e., Fast Pay.
	AP	Previously coded "C" and now awaiting acceptance review. * System generated.
	AI	Partial acceptance or unit price discrepancies.
	Q3	Awaiting review of quantity variation.
J	APP	An appropriation that may need to be established on the Appropriation Master.
	AREQ	Prevalidation invoice requires coordinated audit between the payment and accounting offices.
	AUD	Requires a contract audit.
	AUDF	Requires a contract audit and/or coordination with the Accounting Station due to force-through restrictions.

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
J (Cont)	CERT	Requires certification from prior paying office.
	C&L	Contract currently in C&L for audit.
	FRC	Awaiting contract requested from Federal Records Center.
	REOP	Awaiting contract reopening.
K		Credit memo with no matching invoice on hand.
L		Demand letter issued by the Accounts Receivable clerk requesting a check from the contractor. An Accounts Receivable file is established.

Data Element	Description						
PROC DATE	Processed Date. The date the latest invoice code was assigned (YYMMDD).						
REMARK	Remark. Codes used to add detail to Invoice Reason Codes. (See the table under Reason Codes, Variable column.)						
INVOICE AMOUNT	Invoice Amount. The total dollar amount of the invoice.						
I/A CODE	Inspection/Acceptance Code. A code indicating where the inspection and/or acceptance will take place. <table border="1"> <tr> <th>Code</th><th>Description</th></tr> <tr> <td>1</td><td>Inspection and acceptance at source</td></tr> <tr> <td>2</td><td>Inspection and acceptance at destination</td></tr> </table>	Code	Description	1	Inspection and acceptance at source	2	Inspection and acceptance at destination
Code	Description						
1	Inspection and acceptance at source						
2	Inspection and acceptance at destination						

Continued on next page

Contractors Invoice Inquiry

Data Element	Description																												
I/A CODE (Continued)	<table> <tr> <th>Code</th><th>Description</th></tr> <tr> <td>3</td><td>Inspection at source; acceptance at destination</td></tr> <tr> <td>4</td><td>Certificate of conformance</td></tr> <tr> <td>5</td><td>Fast pay</td></tr> <tr> <td>6</td><td>Combination</td></tr> <tr> <td>7</td><td>Letter of transmittal</td></tr> <tr> <td>8</td><td>Inspection and acceptance specified outside of contract</td></tr> <tr> <td>9</td><td>Payment based on other than DD Form 250/1155</td></tr> <tr> <td>B</td><td>Inspection and acceptance at destination port - water/air</td></tr> <tr> <td>C</td><td>Inspection at source; acceptance at destination port - water/air</td></tr> <tr> <td>D</td><td>Inspection at destination; acceptance at source</td></tr> <tr> <td>K</td><td>Inspection and acceptance at destination - overseas</td></tr> <tr> <td>L</td><td>Inspection at source; acceptance at destination - overseas</td></tr> <tr> <td>N</td><td>No inspection/acceptance provisions</td></tr> </table>	Code	Description	3	Inspection at source; acceptance at destination	4	Certificate of conformance	5	Fast pay	6	Combination	7	Letter of transmittal	8	Inspection and acceptance specified outside of contract	9	Payment based on other than DD Form 250/1155	B	Inspection and acceptance at destination port - water/air	C	Inspection at source; acceptance at destination port - water/air	D	Inspection at destination; acceptance at source	K	Inspection and acceptance at destination - overseas	L	Inspection at source; acceptance at destination - overseas	N	No inspection/acceptance provisions
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7	Letter of transmittal																												
8	Inspection and acceptance specified outside of contract																												
9	Payment based on other than DD Form 250/1155																												
B	Inspection and acceptance at destination port - water/air																												
C	Inspection at source; acceptance at destination port - water/air																												
D	Inspection at destination; acceptance at source																												
K	Inspection and acceptance at destination - overseas																												
L	Inspection at source; acceptance at destination - overseas																												
N	No inspection/acceptance provisions																												
LOC-CODE	Location Code. This code corresponds to CAO location.																												

Continued on next page

Contractors Invoice Inquiry

Data Element	Description				
INV-DISC	Invoice Discount. Discount offered on the contractor invoice.				
CONT-DISC	Contract Discount. Discount offered on the contract.				
BEST-DISC	Best Discount. The discount terms that the system considers to be the most advantageous.				
DATE PAID	Date Paid. The date the check was issued.				
CHECK NO	Check Number. The number of the check the invoice was paid.				
CHECK AMOUNT	Check Amount. The amount for which the check was issued.				
VOIDED	Voided. A Y in this field indicates the check for this invoice and ADPE number was cancelled.				
CAD EFF DT	Contract Effective Date. The effective date of the contract administrative data master.				
SECTION	<p>Contract Administration Reporting Section Number. A code depicting the status of a contract during its life cycle.</p> <table border="1"> <thead> <tr> <th>SEC NO</th><th>STATUS</th></tr> </thead> <tbody> <tr> <td>1</td><td>The contract is both physically and administratively active. The acceptance of line items has not been completed.</td></tr> </tbody> </table>	SEC NO	STATUS	1	The contract is both physically and administratively active. The acceptance of line items has not been completed.
SEC NO	STATUS				
1	The contract is both physically and administratively active. The acceptance of line items has not been completed.				

Continued on next page

Contractors Invoice Inquiry

Data Element	Description												
SECTION (Continued)	<table><tr><th>SEC NO</th><th>STATUS</th></tr><tr><td>2</td><td>The contract is still active, but physically complete with acceptance processed. However, final payment has not been made.</td></tr><tr><td>3</td><td>The contract is in a dormant status, with one of the following pending conditions: complete termination, or a partial termination.</td></tr><tr><td>4</td><td>The contract has been reopened for payment adjustment and/or corrections.</td></tr><tr><td>5</td><td>The contract closed during the month-end reporting period.</td></tr><tr><td>8, 9</td><td>The computer assigns these section numbers. On a monthly basis the system reviews all section number 9 contracts to determine if the closed date is equal to or greater than six months old. If the closed date is greater, the contract and inventory level data will be deleted from the data base.</td></tr></table>	SEC NO	STATUS	2	The contract is still active, but physically complete with acceptance processed. However, final payment has not been made.	3	The contract is in a dormant status, with one of the following pending conditions: complete termination, or a partial termination.	4	The contract has been reopened for payment adjustment and/or corrections.	5	The contract closed during the month-end reporting period.	8, 9	The computer assigns these section numbers. On a monthly basis the system reviews all section number 9 contracts to determine if the closed date is equal to or greater than six months old. If the closed date is greater, the contract and inventory level data will be deleted from the data base.
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ORG	Contract Administration Office Organization Code. The two-position code identifying the office which administers the contract. See Appendix 2 for a list of valid codes.												

Continued on next page

Contractors Invoice Inquiry

Data Element	Description
ACO	Administrative Contracting Officer. A code representing the ACO administering the contract.
CAGE	Contractor and Government Entity Code. A five position alpha-numeric code assigned to contractors doing business with the government.
CONTRACTOR/ ADDRESS	Contractor Name and Address. The name of the contractor and mailing address.

Continued on next page

Contractors Invoice Inquiry

Invoice Inquiry

This inquiry, screen UNAA89, displays a summary list of all invoices submitted for a specific contract. Information displayed includes shipment number, invoice number, date the invoice was received, processed date, check number, check amount, and date paid.



Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility password and user password provided to you by DFAS-CO-JXSA. Enter YINV in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YINV TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p>Press ENTER. Successful completion of the MOCAS User ID screen will display the Contractors Invoice Inquiry Menu, screen UNAA80.</p>

Continued on next page

Contractors Invoice Inquiry

STEP	ACTION
2	<p>On the Contractors Invoice Inquiry Menu, screen UNAA80, select Invoice Inquiry by entering 2 in the FUNCTION field, and enter the PIIN and SPIIN in the appropriate fields; the shipment number field should be left blank.</p> <div data-bbox="386 499 1378 1037"><pre>UNAA80 CONTRACTORS INVOICE INQUIRY MENU INVOICE DISPLAY 1 INVOICE INQUIRY LIST 2 FUNCTION: 2 PIIN: F33657 94 C0001 SPIIN: SHP-NO:</pre></div> <p>Press ENTER. The Invoice Inquiry, screen UNAA89, will be displayed.</p>
3	<p>If there are more lines on the invoice list than the screen can display, the message *MORE* will appear in the lower left hand corner of the screen. Press ENTER to continue viewing the list, or F2 to return to the Contractors Invoice Inquiry Menu, screen UNAA80.</p>

Continued on next page

Contractors Invoice Inquiry

STEP	ACTION																																																																																																																																																																
3 (Cont)	<div><div>UNAA89</div><div>INVOICE INQUIRY</div><div>PIIN: F33657 94 C0001 SPIIN: V O</div><table><thead><tr><th></th><th></th><th>DATE</th><th></th><th>R</th><th>PROC</th><th></th><th></th><th>DATE</th><th>I</th></tr><tr><th>SHP-NO</th><th>INV-NO</th><th>RCVD</th><th>REMARKS</th><th>C</th><th>DATE</th><th>CHECK-NO</th><th>CHECK AMOUNT</th><th>PAID</th><th>D</th></tr></thead><tbody><tr><td>BVN0022</td><td>BVN0022</td><td>960117</td><td></td><td>F</td><td>960125</td><td>E2999992</td><td>5,714,442.78</td><td>960125</td><td></td></tr><tr><td>BVN0033</td><td>BVN0033</td><td>960624</td><td>AP</td><td>F</td><td>960703</td><td>E2000004</td><td>7,548,082.00</td><td>960703</td><td></td></tr><tr><td>BVN0029</td><td>BVN0029</td><td>960501</td><td>AP</td><td>F</td><td>960503</td><td>E2000002</td><td>1,838,586.55</td><td>960503</td><td></td></tr><tr><td>BVN0012</td><td>BVN0012</td><td>950912</td><td>AP</td><td>F</td><td>950915</td><td>E2000002</td><td>1,482,438.26</td><td>950915</td><td></td></tr><tr><td>BVN0014</td><td>BVN0014</td><td>950927</td><td></td><td>F</td><td>950930</td><td>E2000002</td><td>3,135,978.73</td><td>950930</td><td></td></tr><tr><td>BVN0027</td><td>BVN0027</td><td>960404</td><td>AP</td><td>F</td><td>960408</td><td>E2000004</td><td>1,731,552.46</td><td>960408</td><td></td></tr><tr><td>BVN0010</td><td>BVN0010</td><td>950810</td><td>AP</td><td>F</td><td>950817</td><td>E2000005</td><td>2,152,082.59</td><td>950817</td><td></td></tr><tr><td>BVN0004</td><td>BVN0004</td><td>950501</td><td>AP</td><td>F</td><td>950504</td><td>E2000001</td><td>1,064,054.84</td><td>950504</td><td></td></tr><tr><td>BVN0013</td><td>BVN0013</td><td>950918</td><td></td><td>F</td><td>950925</td><td>E2000002</td><td>3,281,567.00</td><td>950925</td><td></td></tr><tr><td>BVN0006</td><td>BVN0006</td><td>950612</td><td>AP</td><td>F</td><td>950615</td><td>E2000001</td><td>1,693,682.27</td><td>950615</td><td></td></tr><tr><td>BVN0032</td><td>BVN0032</td><td>960619</td><td>AP</td><td>F</td><td>960626</td><td>E2000005</td><td>5,166,503.67</td><td>960626</td><td></td></tr><tr><td>BVN0008</td><td>BVN0008</td><td>950714</td><td>AP</td><td>F</td><td>950718</td><td>E2000002</td><td>956,558.53</td><td>950404</td><td></td></tr><tr><td>BVN0002</td><td>BVN0002</td><td>950330</td><td>AP</td><td>F</td><td>960612</td><td>E2000006</td><td>2,109,031.74</td><td>950404</td><td></td></tr><tr><td>BVN0031</td><td>BVN0031</td><td>960529</td><td>AP</td><td>F</td><td>960612</td><td>E2000006</td><td>2,109,031.74</td><td>960612</td><td></td></tr></tbody></table><div>*MORE*</div></div> <div>When the entire Invoice Inquiry has been displayed, the message "*END*" will be displayed in the lower left of the screen. Press F2 to return to the Contractors Invoice Inquiry Menu (UNAA80).</div>			DATE		R	PROC			DATE	I	SHP-NO	INV-NO	RCVD	REMARKS	C	DATE	CHECK-NO	CHECK AMOUNT	PAID	D	BVN0022	BVN0022	960117		F	960125	E2999992	5,714,442.78	960125		BVN0033	BVN0033	960624	AP	F	960703	E2000004	7,548,082.00	960703		BVN0029	BVN0029	960501	AP	F	960503	E2000002	1,838,586.55	960503		BVN0012	BVN0012	950912	AP	F	950915	E2000002	1,482,438.26	950915		BVN0014	BVN0014	950927		F	950930	E2000002	3,135,978.73	950930		BVN0027	BVN0027	960404	AP	F	960408	E2000004	1,731,552.46	960408		BVN0010	BVN0010	950810	AP	F	950817	E2000005	2,152,082.59	950817		BVN0004	BVN0004	950501	AP	F	950504	E2000001	1,064,054.84	950504		BVN0013	BVN0013	950918		F	950925	E2000002	3,281,567.00	950925		BVN0006	BVN0006	950612	AP	F	950615	E2000001	1,693,682.27	950615		BVN0032	BVN0032	960619	AP	F	960626	E2000005	5,166,503.67	960626		BVN0008	BVN0008	950714	AP	F	950718	E2000002	956,558.53	950404		BVN0002	BVN0002	950330	AP	F	960612	E2000006	2,109,031.74	950404		BVN0031	BVN0031	960529	AP	F	960612	E2000006	2,109,031.74	960612	
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The data element descriptions for the Invoice Inquiry screen (UNAA89) follow.

Data Element	Description
PIIN	Procurement Instrument Identification Number.
SPIIN	Supplementary Procurement Instrument Identification Number.
SHP-NO	Shipment Number. The number that is used to match the invoice to the acceptance.

Continued on next page

Contractors Invoice Inquiry

Data Element	Description
INV-NO	<p>Invoice Number. The number assigned to the invoice for identification.</p> <ul style="list-style-type: none"> On commercial invoices, the contractor assigns this number to the invoice. <ul style="list-style-type: none"> For Performance Based Payments (PBPs) a prefix of PBPA is added to the invoice number for US funded requests; a prefix of PBPB is added for FMS funded requests. On DD Forms 250, the contractor assigns this number in Block 6. On SF 1034, a BVN prefix is added to the voucher number on the form (four digits). On SF 1443, a prefix of PPRA (US funded) or PPRB (FMS funded) is added to the number reflected in the Request Number block on the form.
DATE-RCVD	<p>Date Received. The date the invoice was received at DFAS.</p>
REMARKS	<p>Remarks. Codes used to add detail to Invoice Reason Codes. (See the table under Reason Code, Variable column.)</p>
RC	<p>Reason Code. This code is assigned either automatically or manually and identifies the status of the invoice.</p>

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
A	blank	Awaiting source acceptance.
	AP	Previously coded "C" and now awaiting source acceptance.
B	blank	Awaiting destination acceptance.
	AP	Previously coded "C" and now awaiting destination acceptance.
C	blank	Awaiting contract or delivery order.
	MIL	Awaiting hard copy of contract.
D	blank	Awaiting additional contractual documents.
	ADD	Requires additional funds for payment.
	DIFF	Contains different data than contract.
	DEF	Needs the contract to be definitized.
	MACT	Awaiting modification to recertify expired funds.
	1716	DD 1716 issued against a modification to correct a deficiency.
	1716A	DD 1716 issued against a modification to correct a deficiency. The modification contained an inaccurate or incomplete ACRN. The modification may also have been input into MOCAS with a holding ACRN prior to April 15, 1996.

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
E	01	<u>CONTRACTS:</u> Payment Office Verification. a. DFAS-CO is not the paying office.
	02	Resubmit invoice after modification is issued. a. Awaiting definitizing mod.
	03	<u>INVOICES:</u> Contract number on invoice is... a. Missing. b. Incomplete. c. Incorrect.
	04	Insufficient invoice copies.
	05	Duplicate invoice/shipment number. a. Duplicate of paid invoice number. b. Duplicate shipment number.
	06	Shipment number is missing/incorrect. a. Invoice b. BVN
	07	Evidence of shipment required.
	08	Invoice approval required. a. ACO b. PCO c. TCO (Termination) d. DCAA (Public Vouchers) e. COTR (Contracting Officer Tech Rep)
	09	Invoice to be returned per... a. Transportation Officer b. ACO instructions c. PCO instructions

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
E (Cont)	10	Item number on invoice requires verification. a. Item number missing. b. Item number incorrect. c. Invoice and DD 250 do not match.
	11	Invoice not billed in accordance with contract. a. Unit of measure is missing/incorrect. b. Invoice must be totaled correctly. c. Item information is missing/incorrect. d. ACRN information is missing/incorrect. e. Unit price is missing/incorrect. f. Extended amount is missing/incorrect. g. Other.
	12	<u>DD FORM 250s:</u> DD 250 Errors. a. Distribution not made to CAO terminal. b. Acceptance point (Block 8) needs correction. c. Item number (block 15) needs correction. d. Shipped without Government Source Inspection. e. Block 15-19 corrections require QA verification.
	13	Inspection/Acceptance problems. a. Material not received/need proof of delivery. b. Material rejected.
	14	Unauthorized over shipment.
	15	<u>Miscellaneous:</u> Re-input of invoice to generate an automatic payment. (NOTE: Invoice previously rejected as a manual payment.)

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
E (Cont)	16	Input Error. a. Contract Number b. Shipment Number c. Discount Rate d. Invoice Amount e. Received Date f. Transportation not entered g. Evidence of shipment not entered h. ADPE number i. Organization code
	17	Transportation. a. Invoice requires freight bill, charge over \$190.00 (send copy to Transportation Officer). b. Transportation not authorized per contract.
	18	Invoices not returned to the contractor. a. Duplicate of unpaid invoice. b. Invoice assigned to another division.
	19	All other reasons for return to contractor. a. Closing statements required (BVNs). b. Returned for legible documentation. c. Other: state reason.
	PP	Progress Payment rejected. The system will automatically code.
F	blank	Has been manually paid or manually coded "F".
	AP	Has been coded paid automatically.
G	blank	Has been coded "G" from another reason code.
	AP	Matched with an acceptance in the system and is awaiting manual review.

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
G (Cont)	**	A manual payment suspended in the system is waiting to be paid.
	**AP	An automatic payment in the system waiting to be paid.
	AREQ	Invoice in Prevalidation.
H	ACO	Awaiting approval from Administrative Contracting Officer.
	AP	Awaiting approval.
	FAAP	Awaiting First Article Approval.
	GMSW	Requires approval from TO for Guaranteed Maximum Shipping Weight.
	MSS	Requires approval from TO for Minimum Size Shipment.
	PCO	Awaiting approval from Procurement Contracting Officer.
	STOP	Appropriation over-extended at Treasury level.
	TCO	Awaiting approval from Termination Contracting Officer.
	TO	Awaiting approval from Transportation Officer.
	TRA	For transportation only invoices, over \$190.00, with shipment number TRA####.
I	blank	Awaiting acceptance review, i.e., Fast Pay.
	AP	Previously coded "C" and now awaiting acceptance review. * System generated.

Continued on next page

Contractors Invoice Inquiry

RC	VARIABLE	REASON
I (Cont)	AI	Partial acceptance or unit price discrepancies.
	Q3	Awaiting review of quantity variation.
J	APP	An appropriation that may need to be established on the Appropriation Master.
	AREQ	Prevalidation invoice requires coordinated audit between the payment and accounting offices.
	AUD	Requires a contract audit.
	AUDF	Requires a contract audit and/or coordination with the Accounting Station due to force-through restrictions.
	CERT	Requires certification from prior paying office.
	C&L	Contract currently in C&L for audit.
	FRC	Awaiting contract requested from Federal Records Center.
	REOP	Awaiting contract reopening.
K		Credit memo with no matching invoice on hand.
L		Demand letter issued by the Accounts Receivable clerk requesting a check from the contractor. An Accounts Receivable file is established.

Continued on next page

Contractors Invoice Inquiry

Data Element	Description
PROC DATE	Processed Date. The date the latest invoice code was assigned (YYMMDD).
CHECK NO	Check Number. The number of the check the invoice was paid.
CHECK AMOUNT	Check Amount. The amount for which the check was issued.
DATE PAID	Date Paid. The date the check was issued.
VOID	Void. A Y in this field indicates the check for this invoice and ADPE number was canceled.

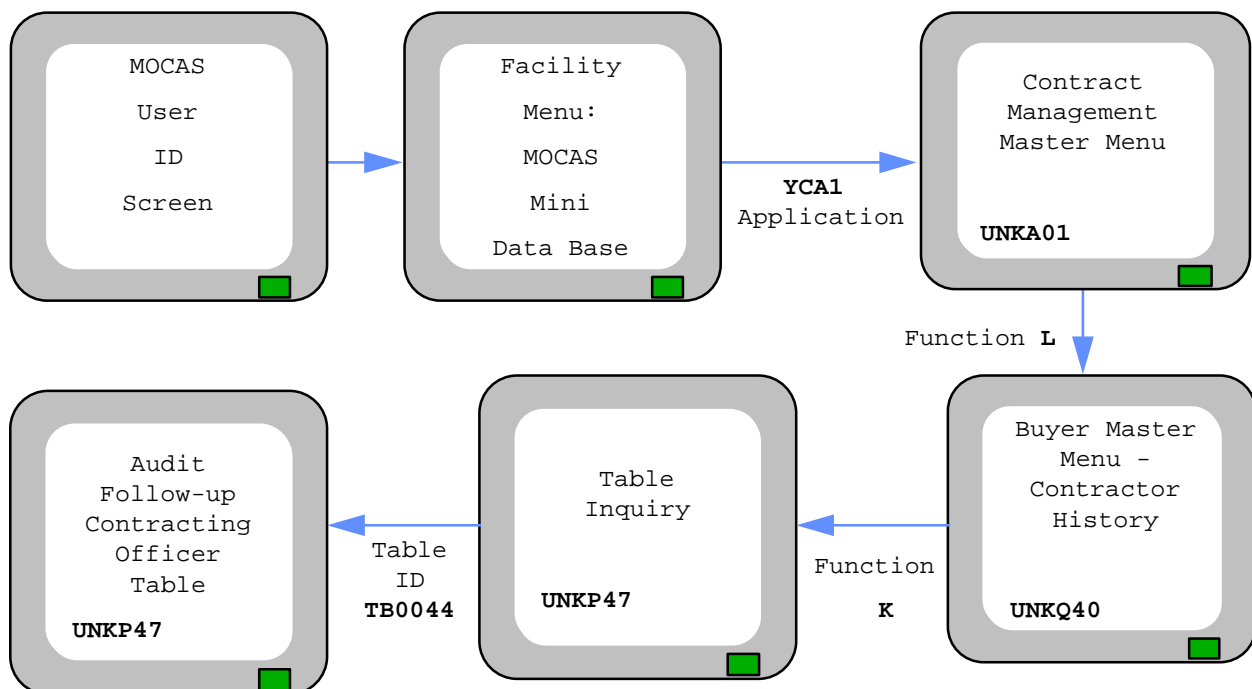
End of Module

Table Inquiry

FOREWORD The Table Inquiry, screen UNKP47, allows the user to select the type of inquiry. These inquiries allow the user to view reference lists of various codes.

PURPOSE This module provides instructions for making table inquiries to view the Audit Follow-up Contracting Officer Table for ACO codes.

The following flow chart represents system menus/screens the user will encounter in utilizing this inquiry.



Continued on next page

Table Inquiry

Audit
Follow-up
Contracting
Officer
Table

This table provides the ACO codes, the name, the organization symbol, and telephone number of the person assigned to the code.



Before proceeding with these instructions, you must be at the MOCAS User ID screen pictured in Step 1 below. See Initial MOCAS Sign-on Procedures in Module 3 if you have not already signed on to this screen.

STEP	ACTION
1	<p>Complete the MOCAS User ID screen with the user ID, facility and user passwords provided to you by DFAS-CO-JXSA. Enter YCA1 in the APPLICATION ID field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> DDDDDDDD FFFFFFFF AAA SSSSSSSS DD DD FF AA AA SS SOUTHERN DD DD FFFFFF AA AA SSSSSSSS DD DD FF AA AAA AA SS DISTRICT DDDDDDDD FF AA AA SSSSSSSS ***** DDDDDDDD CCCCCC MMM MMM DDDDDDD SSSSSSSS DD DD CC MM MM MM MM DD DD SS DD DD CC MM M MM DD DD SSSSSSSS DD DD CC MM MM DD DD SS DDDDDDDD CCCCCC MM MM DDDDDDD SSSSSSSS ***** * * DO NOT SIGNOFF * * FROM THIS SCREEN!! * * PRESS PA2 TO EXIT. * * ***** ENTER USER ID: AND FACILITY PASSWORD: USER PASSWORD: APPLICATION ID: YCA1 TNVT220 - NOVELL, INC. 131.74.3.60 (1) REP 11:48 NC </pre> </div> <p>Successful completion of the MOCAS User ID screen will display the Contract Management Master Menu, screen UNKA01.</p>

Continued on next page

Table Inquiry

STEP	ACTION
2	<p>On the Contract Management Master Menu, screen UNKA01, select Buyer Master Menu - Contractor History by entering L in the FUNCTION field. The CAGE field should be left blank.</p> <div data-bbox="415 537 1399 1136" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> UNKA01 CONTRACT MANAGEMENT MASTER MENU COMPUTER BASED USER DOCUMENTATION A CONTRACT ADMINISTRATION MASTER MENU B PRODUCTION REVISED DELIVERY FORECAST C PROPERTY ADMINISTRATION MASTER MENU D ON-LINE INQUIRIES MASTER MENU E CONTRACT MANAGEMENT DELAYED INQUIRIES MASTER MENU F PRODUCTION DELAYED INQUIRIES MASTER MENU G PENDING DELAYED-INQUIRY REQUESTS H PRODUCTION ABSTRACT SUPPRESSION I CAGE MASS CHANGES J PRODUCTION MASTER MENU K BUYER INQUIRIES MASTER MENU L TERMINATE THIS FACILITY . . . PA2 FUNCTION: L CAGE: ENTER CAGE FOR FUNCTION J ONLY </pre> </div> <p>Press ENTER. The Buyer Inquiries Master Menu, screen UNKQ40, will be displayed.</p>

Continued on next page

Table Inquiry

STEP	ACTION
3	<p>On the Buyer Master Menu - Contractor History, screen UNKQ40, select Table Inquiry - UNKP47 by entering K in the FUNCTION field. The remaining fields should be left blank.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> UNKQ40 BUYER MASTER MENU - CONTRACTOR HISTORY CBUD: FUNC APPLICATION A DCM REGION CAO-ORG-CD LISTING - UNKQ41 B REVIEW CONTRACTOR/PREAWARD HISTORY - UNKQ42 C ACTIVE WORKLOAD SUMMARY - UNKP23 D ACTIVE WORKLOAD - UNKP24 E PRODUCTION COMPLETED PAST 12 MONTHS SUMMARY - UNKP27 F PRODUCTION COMPLETED 12 MONTHS - UNKP28 G PAS MONITOR TELEPHONE LISTING - UNKQ48 H CONTRACTOR/QUALITY ALERT LIST (CAL/QAL) - UNKP18 I CAL/QAL FOR A SPECIFIC CONTRACTOR - UNKP26 J NSN INQUIRY - UNKP14 K TABLES INQUIRY - UNKP47 L WEAPONS CONTRACTS BY SPECIFIC CONTRACTOR - UNKP49 FUNCTION: K CAO-ORG-CD: CAGE: NSN: BUYING-ACTY: WPNS-CD: ACO-CD: IS-CD: </pre> </div> <p>Press ENTER. The Table Inquiry, screen UNKP47, will be displayed.</p>

Continued on next page

Table Inquiry

STEP	ACTION
4	<p>On the Table Inquiry, screen UNKP47, select Audit Follow-up Contracting Officer Codes by entering TB0044 in the TABLE ID field.</p> <div><pre>UNKP47 TABLE INQUIRY 96 AUG 08 CBUD: TABLE ID: TB0044 TB0013 - STANDARD ACO CODED REMARKS TB0029 - REASON FOR DELAY CODES TB0044 - AUDIT FOLLOWUP CONTRACTING OFFICER CODES TB0048 - VALID IS/CMA CODES TB0049 - CAO/ACO CODES TB0091 - TRUSTED AGENT CODES TB0232 - CAS-CD PASM NAME TB0233 - ARMED SERVICES PRODUCTION PLANNING OFFICE TB0235 - TYPE OF REQUEST TB0236 - PRICE ANALYST CODE AND NAME WPNS - WEAPON SYSTEMS AND ACQUISITION CODES ENTER TABLE-ID, 'WPNS', WPNS-CD, SERVICE-CODE, OR 'PA2' TO EXIT</pre></div> <p>Press ENTER, The Audit Follow-up Contracting Officer Table, screen UNKP47, will be displayed.</p>

Continued on next page

Table Inquiry

STEP	ACTION
5	<p>When the inquiry contains more lines than the screen will display at one time, the message "MORE" appears in the lower left hand corner and the message "SCREEN _ OF _" in the lower right hand corner. To display the next screen, press ENTER. When viewing is complete, press F2 to return to the Buyer Master Menu - Contractor History (screen UNKQ40).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> UNKP47 TABLE INQUIRY 96 AUG 08 CBUD: TABLE ID: TB0044 AUDIT FOLLOW-UP CONTRACTING OFFICER TABL - AB2 - KERRIE J. PENNINGTONDCMC BELL HELI 817-280-7153 AB4 - VEVA L. MASSEY DCMC BELL HELI 817-280-7720 AB6 - LINDA S. WILLIFORD DCMC BELL HELI 817-280-7721 AC1 - MIKE ENGEL DCMC DALLAS 405-231-4821/1491 AC2 - JERRY SINGLETON DCMC DALLAS 405-231-4821/1497 AC3 - THOMAS HARKINS DCMC DALLAS DSN 940-1491 AFA - SUSAN COPELAND DCMC DALLAS 817-885-7700/1295 AFB - MARILYN SEELEY DCMC DALLAS DSN 940-1295 AFG - JOHN POTTS DCMC DALLAS DSN 940-1295 AFH - JAMES UNDERWOOD DCMC DALLAS DSN 940-1295 AJA - CARL HAWKINS DCMC DALLAS DSN 940-1280 AJB - REBECCA GLASGOW DCMC DALLAS DSN 940-1280 AJC - JUDITH KREITNER DCMC DALLAS DSN 940-1270 MORE SCREEN 2 OF 38 ENTER TABLE-ID, 'WPNS', WPNS-CD, SERVICE-CODE, OR 'PA2' TO EXIT </pre> </div>

End of Module

Appendix 1: MOCAS Access Requirements

SECURITY CONTROLS

MOCAS is protected by security provisions that exceed the minimums described in DLAM 5200.1. Included in these procedures are provisions for unique user ID codes and individual passwords. Individual users will be allowed access to only those areas of the data base required to perform their jobs. In addition, levels of access (i.e., query, input, update) are assigned to each individual user by ID code.

Account IDs and temporary passwords are registered in the user's name and allow access to the browse features of the MOCAS system. Users are fully responsible for their use. The account ID and temporary password are sensitive and must be protected like all critical information. They are for the exclusive use of the assigned user and should not be revealed to anyone. Users must change the temporary password upon first accessing the system.

An account ID is limited to specific programs and functions. Any attempt to use unauthorized programs for functions will be recorded on the Security Violation Report for investigation. Users are personally responsible for safeguarding the programs and functions they are allowed to access.

Users must sign off the system as soon as their work is completed or are leaving the work station. No one else is authorized to use another person's account ID and password at any time.

After changing temporary passwords, users must sign the Account Acknowledgment form received with their password stating they have read and agree to comply with the above directives. This form will be returned to DFAS-CO/JXSA, ATTN: Information Security Officer, P. O. Box 182317, Columbus, OH 43218-2317. It may be faxed to DSN 869-4896 or commercial (614) 693-4896. Requests to terminate access for departing employees must be sent to DFAS-CO/JXSA at the above fax number prior to separation from the workplace.

Continued on next page

Appendix 1: MOCAS Access Requirements

RULES AND PROCEDURES

MOCAS access will be provided to individuals only, not activities. A DFAS-CO-JXSA form, Request for MOCAS Browse Access, dated February 1995, (reference sample at the end of this appendix) will be submitted by each individual requesting access. The access request form may be faxed to the DFAS-CO OPR or mailed (fax number and address are provided on the request form). The normal turn-around time for DFAS-CO to process your request is ten working days.

System access is provided in increments of six months. Requests for extensions should be submitted thirty days prior to expiration.

Current system constraints limit the number of concurrent system users; therefore, access per activity will be limited to five individuals.

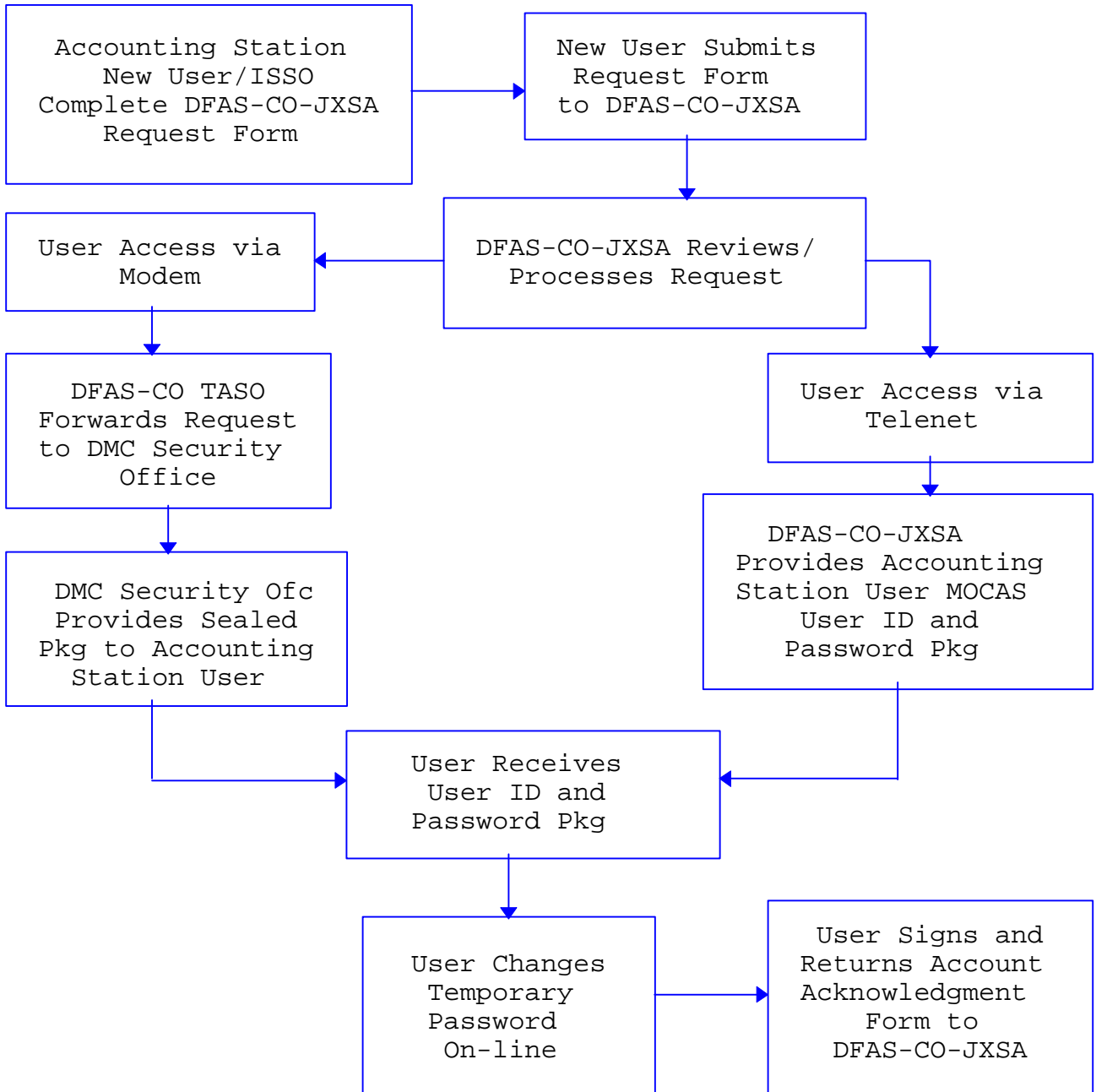
Sharing of access and passwords is strictly prohibited and may be grounds for termination of MOCAS browse privileges at the activity level.

All users must agree to abide by the security procedures outlined above.

The following flow chart diagrams the new user request process.

Continued on next page

Appendix 1: MOCAS Access Requirements



Continued on next page

Appendix 1: MOCAS Access Requirements

**TERMINAL
EMULATION
AND ACCESS
LINES**

For users geographically located outside DFAS-CO, workstation configurations and MOCAS access line requirements to support on-line inquiries are provided in the following.

Workstation Configuration	Telecommunication Lines
<ul style="list-style-type: none">• Workstation supporting VT100 terminal emulation.• Communication software such as Procomm or MS-Kermit.• Modem with a minimum of 2400 baud capability.• Access to a phone line (for dial-up modems); or Ethernet connectivity to the Defense Data Network.	<ul style="list-style-type: none">• For dial-up access to MOCAS, the telephone number will be provided on an individual basis; included in the user ID/password package.• Telenet (LAN) address: 131.74.3.60 or 131.74.5.60

Continued on next page

Appendix 1: MOCAS Access Requirements

DFAS - COLUMBUS CENTER Systems Branch, Program Support Division	
Request for MOCAS Browse Access	
User Name: _____	Mailing Address: _____
Organization: _____	_____
Phone Number _____	_____
DSN: _____	_____
Commercial: _____	_____
MOCAS Database (Mark all for which user requires access):	
Northeast (MOC-H) _____	
Southern (MOC-G) _____	
West (MOC-L) _____	
Information System Security Officer (ISSO) for User's Organization	
ISSO Name: _____	FAX Number: _____
ISSO Organization: _____	_____
ISSO Phone Number _____	DSN: _____
	Commercial: _____
ISSO Signature: _____	Date: _____
<p>Access is provided to individuals only, not activities. A separate form must be completed for each person requesting access. This form may be faxed to DSN 869-4896 or commercial (614)693-4896, Attention Information Security Officer. Our mailing address is as follows:</p> <p>Defense Finance and Accounting Service - Columbus Center ATTN: DFAS-CO-JXSA (Information Security Officer) P.O. Box 182317 Columbus, OH 43218-2317</p> <p>If you need any assistance, you may contact our office on DSN 869-4884, commercial (614)693-4884; or DSN 869-6008, commercial (614)693-6008.</p> <p>Users must agree to abide by DFAS-CO security procedures (Desk Procedure 008). Sharing of access codes and passwords is strictly prohibited. Access is provided in increments of 6 months. Requests for extensions should be processed 30 days before expiration.</p> <p>DFAS-CO-JXSA/February 1995</p>	

End of Appendix

Appendix 2: Org Code/DSSN/CAO/Directorate Cross-Reference

Prepared by: DFAS-CO-JXSA
DATE 15 OCT. 1996

MOCAS ADP Codes
MOC-G
SOUTH ENTITLEMENT OPERATIONS - CY
PRIMARY COMMRI=RUQAICG
SECONDARY COMMRI=RUEDATC
DSSN-ARMY/DLA 6356
DSSN-AIR FORCE 8559
DSSN-NAVY 8558
ADPE DODAAC=SC1020

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P4
BROWSE
MOCAS

DIVISION	CELL CODE	FACILITY PASSWORD	PAYMENT OFFICE	CAO DoDAAC	CAO ORG CD	OFFICE
SOUTHEAST (JSA)	Y1	DFC1	SC1020	S0101A	AB	DCMC BIRMINGHAM
X5745	Y1	DFC1	SC1020	S0102A	AC	DCMC PEMCO AEROPLEX-BIRMINGHAM
ADDRESS:	Y1	DFC1	SC1020	S1211A	AE	DCMC APMO/AIRCRAFT PGM MGM'T
DFAS-CO/SOUTHEAST	Y1	DFC1	SC1020	S1110A	AG	DCMC GRUMAN-ST. AUGUSTINE
COLS, OH 43218-2225	Y1	DFC1	SC1020	S1221A	AJ	DCMC GRUMAN-MELBOURNE
	Y1	DFC1	SC1020	S1111A	AL	DCMC LOCKHEED AERO
	Y1	DFC1	SC1020	S1005A	AM	DCMC LOCKHEED MARTIN-ORLANDO
	Y1	DFC1	SC1020	S1903A	AN	DCMC MICHOU-D-STENNIS
	Y1	DFC1	SC1020	S1002A	AO	DCMC ORLANDO
	Y1	DFC1	SC1020	SPR01A	AP	DCMC PUERTO RICO
	Y1	DFC1	SC1020	S1104A	AR	DCMC ROCKWELL
	Y1	DFC1	SC1020	S1109A	AW	DCMC CLEARWATER
	Y1	DFC1	SC1020	S1011A	AY	DCMC PRATT & WHITNEY WEST PALM BEACH
	Y1	DFC1	SC1020	S1103A	AZ	DCMC ATLANTA
CAPITOL (JSC)	Y4	DFC5	SC1034	S1201A	WB	DCMC BALTIMORE-D.C. MD.
X5500	Y4	DFC5	SC1034	S21034	WJ	DCMC WESTINGHOUSE ELECTRIC-BALT
DFAS-CO/CAPITOL						
PO BOX 182263						
COL, OH 43218-2263						
CHESAPEAKE (JSD)	Y5	DFC4	SC1030	S2404A	WV	DCMC BALTIMORE (VA)
X6372						
DFAS-CO/CHESAPEAKE						
PO BOX 182264						
COLS, OH 43218-2264						

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Appendix 2: Org Code/DSSN/CAO/Directorate Cross-Reference

Prepared by: DFAS-CO-JXSA
DATE 15 OCT. 1996

MOCAS ADP Codes
MOC-H
NORTH ENTITLEMENT OPERATIONS - CH
PRIMARY COMMRI=RUQAICH
SECONDARY COMMRI=RUEATC
DSSN-ARMY/DLA 6422
DSSN-AIR FORCE 8560
DSSN-NAVY 8565
ADPE DODAAC=SC1012

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BROWSE
MOCAS

DIVISION	CELL CODE	FACILITY PASSWORD	PAYMENT OFFICE	CAO DoDAAC	CAO ORG CD	OFFICE
BUNKER HILL (JNB)	H2	DFC2	SC1016	S2206A	DB	DCMC BOSTON
X5228	H2	DFC2	SC1016	S3306A	DG	DCMC SYRACUSE
ADDRESS:	H2	DFC2	SC1016	S2205A	DH	DCMC RATHEON
DFAS-CO/BUNKER HILL	H2	DFC2	SC1016	S3001A	DJ	DCMC LOCKHEED MARTIN-SANDERS
P.O. BOX 182077	H2	DFC2	SC1016	S2203A	DK	DCMC GTE
COLS, OH 43218-2077	H2	DFC2	SC1016	S3315A	DN	DCMC LORAL-OWEGO
	H2	DFC2	SC1016	S2207A	ED	DCMC GE LYNN
	H2	DFC2	SC1016	S2208A	EP	DCMC LOCKHEED MARTIN
	H2	DFC2	SC1016	S3310A	SB	DCMC NEW YORK
	H2	DFC2	SC1016	S3309A	SC	DCMC LONG ISLAND
	H2	DFC2	SC1016	S0702A	SK	DCMC STRATFORD
MINUTE MAN (JNC)	H3	DFC3	SC1032	S0701A	DC	DCMC HARTFORD
X5980	H3	DFC3	SC1032	S0703A	DS	DCMC HAMILTON STANDARD
ADDRESS:	H3	DFC3	SC1032	S3316A	EG	DCMC GRUMMAN AEROSPACE
DFAS-CO/MINUTE MAN	H3	DFC3	SC1032	S0707A	ES	DCMC SILORSKY AIRCRAFT
P.O. BOX 182266	H3	DFC3	SC1032	S2209A	ET	DCMC TEXTRON DEF.
COL, OH 43218-2266	H3	DFC3	SC1032	S3317A	EU	DCMC UNISYS
	H3	DFC3	SC1032	S0708A	EW	DCMC PRATT & WHITNEY-E. HARTFORD
	H3	DFC3	SC1032	S1501A	GD	DCMC INDIANAPOLIS
	H3	DFC3	SC1032	S1505A	GE	DCMC MAGNAVOX
	H3	DFC3	SC1032	S2303A	GN	DCMC GRAND RAPIDS
	H3	DFC3	SC1032	S4201A	JU	DCMC UNITED DEFENSE LP
	H3	DFC3	SC1032	S3101A	SE	DCMC SPRINGFIELD
	H3	DFC3	SC1032	S3102A	SF	DCMC ALLIED SIGNAL
	H3	DFC3	SC1032	S3104A	SH	DCMC ITT
	H3	DFC3	SC1032	S3109A	SJ	DCMC KEARFOTT/PLESSEY
	H3	DFC3	SC1032	S3912A	WC	DCMC READING
	H3	DFC3	SC1032	S3911A	WD	DCMC PITTSBURGH
	H3	DFC3	SC1032	S3110A	WF	DCMC LOCKHEED MARTIN-DELAWARE VALLEY
NEW DOMINION (JSF)	H5	DFC5	SC1018	S3603A	JB	DCMC CLEVELAND
X5556	H5	DFC5	SC1018	S3616A	JC	DCMC LORAL
ADDRESS:	H5	DFC5	SC1018	S3613A	JD	DCMC WESTINGHOUSE
DFAS-CO/NEW DOMINION	H5	DFC5	SC1018	S3619A	JE	DCMC GE AIRCRAFT ENGINES-EVENDALE
PO BOX 182041	H5	DFC5	SC1018	S3605A	JF	DCMC DAYTON
COLS, OH 43218-2041	H5	DFC5	SC1018	S2305A	JJ	DCMC DETRIOT
	H5	DFC5	SC1018	S3618A	JM	DCMC GENERAL DYNAMICS-LIMA
	H5	DFC5	SC1018	SCN01A	JR	DCMC OTTAWA-CANADA
	H5	DFC5	SC1018	S2306A	JS	DCMC WARREN
	H5	DFC5	SC1018	S3915A	WG	DCMC PHILADELPHIA
	H5	DFC5	SC1018	S3916A	YR	DCMC BOEING HELICOPTERS
	H5	DFC5	SC1018	S3918A	JZ	CFT-WRIGHT PATTERSON

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Appendix 2: Org Code/DSSN/CAO/Directorate Cross-Reference

Prepared by: DFAS-CO-JXSA
DATE 15 OCT. 1996

MOCAS ADP Codes
MOC-L
WEST ENTITLEMENT OPERATIONS - CA
PRIMARY COMMRI=RUQAICZ
SECONDARY COMMRI=RUEATC
DSSN-ARMY/DLA 6469
DSSN-AIR FORCE 8541
DSSN-NAVY 8538
ADPE DODAAC=SC1002

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BROWSE
MOCAS

DIVISION	CELL CODE	FACILITY PASSWORD	PAYMENT OFFICE	CAO DoDAAC	CAO ORG CD	OFFICE
DPRO WEST (JWD)	N1	DFC1	SC1002	S3620A	HB	DCMC INTERNATIONAL - DAYTON
X5765	N1	DFC1	SC1002	S0302A	LD	DCMC PHOENIX
ADDRESS:	N1	DFC1	SC1002	S0305A	LN	DCMC HUGHES-TUCSON
DFAS-CO/DPRO WEST	N1	DFC1	SC1002	S0530A	ND	DCMC MCDONNELL-DOUGLAS/HUNTINGTON
P.O. BOX 182511	N1	DFC1	SC1002	S4808A	NM	DCMC BOEING-SEATTLE
COLS, OH 43218-2511	N1	DFC1	SC1002	S0543A	NO	DCMC LOCKHEED-SUNNYVALE
	N1	DFC1	SC1002	S1201A	NR	DCMC HAWAII
	N1	DFC1	SC1002	S0539A	NV	DCMC HUGHES-LA
	N1	DFC1	SC1002	S0542A	NX	DCMC ROCKWELL-CONOGA PARK
	N1	DFC1	SC1002	S0544A	NY	DCMC DOUGLAS AIRCRAFT-LONG BEACH
	N1	DFC1	SC1002	S0546A	NZ	DCMC NORTHROP
	N1	DFC1	SC1002	S4503A	YE	DCMC THIOKOL
	N1	DFC1	SC1002	S0605A	YG	DCMC LOCKHEED MARTIN ASTRONAUTICS
	N1	DFC1	SC1002	S2606A	YL	DCMC MCDONNELL DOUGLAS-ST. LOUIS
	N1	DFC1	SC1002	S1701A	YW	DCMC WICHITA
VAN NUYS (JWV)	N2	DFC2	SC1004	S0512A	NH	DCMC VAN NUYS
X5707	N2	DFC2	SC1004	S0507A	NL	DCMC SAN FRANCISCO
ADDRESS:						
DFAS-CO/VAN NUYS						
P.O. BOX 182157						
COL, OH 43218-2157						
SANTA ANA (JWT)	N4	DFC4	SC1006	S0513A	NC	DCMC SANTA ANA
X5190	N4	DFC4	SC1006	S0514A	NF	DCMC SAN DIEGO
ADDRESS:						
DFAS-CO/SANTA ANA						
P.O. BOX 182381						
COLS, OH 43218-2381						
GATEWAY (JWB)	N5	DFC5	SC1028	S1403A	GB	DCMC CHICAGO
X7986	N5	DFC5	SC1028	S4801A	NS	DCMC SEATTLE
ADDRESS:	N5	DFC5	SC1028	S0602A	YD	DCMC DENVER
DFAS-CO/GATEWAY	N5	DFC5	SC1028	S2605A	YS	DCMC ST. LOUIS
PO BOX 182251	N5	DFC5	SC1028	S2401A	YT	DCMC TWIN CITTIES
COLS, OH 43218-2251						
GULFCOAST (JWA)	N6	DFC6	SC1024	S4402A	LB	DCMC DALLAS
X5912	N6	DFC6	SC1024	S4404A	LE	DCMC SAN ANTONIO
ADDRESS:	N6	DFC6	SC1024	S4407A	LF	DCMC E-SYSTEMS
DFAS-CO/GULFCOAST	N6	DFC6	SC1024	S4408A	LG	DCMC TEXAS INSTRUMENTS
P.O. BOX 182231	N6	DFC6	SC1024	S4420A	LL	DCMC LORAL VOUGHT
COL, OH 43218-2231	N6	DFC6	SC1024	S4419A	LP	DCMC LOCKHEED-FT. WORTH
	N6	DFC6	SC1024	S4807A	LX	DCMC STEWART & STEVENSON SERVICES
	N6	DFC6	SC1024	S4418A	YF	DCMC BELL HELICOPTER/TEXTRON

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End of Appendix

Appendix 3: Making Changes to this Procedure (Completing DFAS-CO Form 65)

**DFAS-CO
FORM 65**

Attached is a DFAS-CO Form 65. This form must be used for all recommended desk procedure changes. Please use the following guidelines when completing the form:

GUIDELINES
A separate form must be used for each recommendation.
The recommended change should reference the current method, module, and step number(s).
The recommended change should also include documentation to support the changes (i.e., copies of screens, etc.).
The recommended change must be signed by your Branch Chief.

**SUBMITTING
DFAS-CO
FORM 65**

Forward the recommended change to DFAS-CO-JXSB where a tracking number will be assigned and an estimated completion date will be given to the originator.

Continued on next page

Appendix 3: Making Changes to this Procedure (Completing DFAS-CO Form 65)

DESK PROCEDURE CHANGE REQUEST

PART I: To be completed by the requestor.	
1.	Print Name: Organization: Extension:
2.	Requested By: Signature Date
3.	DESK PROCEDURE (DP) NUMBER:
4.	DESCRIBE CURRENT PROCEDURE (Include Module and Step No.) : (If additional space is required, continue on back.)
5.	DESCRIBE RECOMMENDED CHANGE TO DP (Attach documentation) (If additional space is required, continue on back.)
PART II: To be completed by Branch Chief.	
1.	Organization: Extension:
2.	Approved By: Title Signature Date
PART III: To be completed by DFAS-CO-JXSB.	
1.	Date received:
2.	Tracking Number Assigned:
3.	Name and Extension of Point of Contact:
4.	Received By: Signature Date

DFAS-CO Form 65
Revised February 1996
Previous versions may be used until depleted.

End of Appendix